

Lexis Practice Advisor®



Lexis® Smart Forms

User Guide

LexisNexis.ca/**PracticeAdvisor**



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INTRODUCTION TO LEXIS® SMART FORMS

Lexis Smart Forms are automated legal templates that provide trusted up-to-date content delivered on a powerful technology platform. The templates come in the form of interactive interviews that can build documents with the right data and clauses based on user answers. The interviews can support multiple data types, enabling easy population of the document based on interview answers supplied as free text, date selections, radio button selections, etc.

Completed forms built using Lexis Smart Forms can be downloaded as Word files (.docx) or PDF. Interview answers can also be saved and imported into other Smart Forms interviews.

Finding Smart Forms

Smart Forms are included in select Lexis Practice Advisor® practice areas. Navigate Lexis Practice Advisor as you normally would, by browsing the Topic List or using the Search bar to find forms. If there are Smart Forms available in your browse or search results list, you will see a “Lexis® Smart Forms” check box at the end of the list of filters. Check the box to see just the Smart Forms in your browse or search results list. Smart Forms are labelled in browse and search results with an information button. Hover over the button to get more information about Smart Forms.

The screenshot shows a search results page with a left-hand filter pane and a main results area. In the filter pane, the 'Lexis® Smart Forms' checkbox is checked and highlighted with a red circle. The main results area shows three items, each with a 'Smart Form' label and an information icon (i) circled in red. The first item is '3. Director Consent to Act' with a snippet: '... continue in effect from year to year so long as I am elected or appointed to the Board or until I give written notice to the Corporation revoking such consent or until I otherwise cease to be a director of the Corporation. Dated [date] [Name of Director] [Director's address for service] [City, Province] [Postal code] Fax no.: [Director's fax number] Tel. no.: [Director's telephone number] E-mail: [Director's e-mail address] Signature Drafting Note to Clause Director ...'. The second item is '4. Director Consent to Act (CBCA)' with a snippet: '... consent to act as a director of the Corporation. I also hereby consent pursuant to the provisions of the by-laws of the Corporation to the holding of meetings of the board of directors or of any committee of the board of directors by means of a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting. These consents shall continue in effect from year to year so long as I am re-elected to the board, but in the ...'. The third item is '5. Director Consent to Act (CNCA)' with a snippet: '... Director Consent to Act (CNCA) This precedent is a consent of a director to the appointment or election onto the board of a federal non-profit corporation. Written consent is required in order for the election or appointment to be effective. It also includes a variation for federal non-profit corporations that are registered as charities — Hartley R. Nathan, Q.C., Lynx Equity Limited and Clifford S. Goldfarb, Gardiner Roberts LLP. TO: [NAME OF CORPORATION] (the "Corporation") I, THE UNDERSIGNED: ...'.

The screenshot shows a search results page with a 'Narrow By' filter set to 'Corporate and Private M&A'. The left-hand filter pane shows a search bar and a list of jurisdictions with counts: Federal (111), British Columbia (86), Ontario (86), Alberta (75), and Non-jurisdictional (61). The main results area shows three items, each with a 'Smart Form' label and an information icon (i). A tooltip titled 'More about Lexis® Smart Forms' is overlaid on the page, showing three steps: Step 1 (Answer questions), Step 2 (Build document), and Step 3 (Download document). The tooltip also includes a note: 'Note: Smart Forms help you save time and reduce the risk of errors by building your document with the relevant content and clauses based on answers you provide in an automated questionnaire.' The background shows the same search results as the previous screenshot, with the first item '3. Director Consent to Act' partially visible.

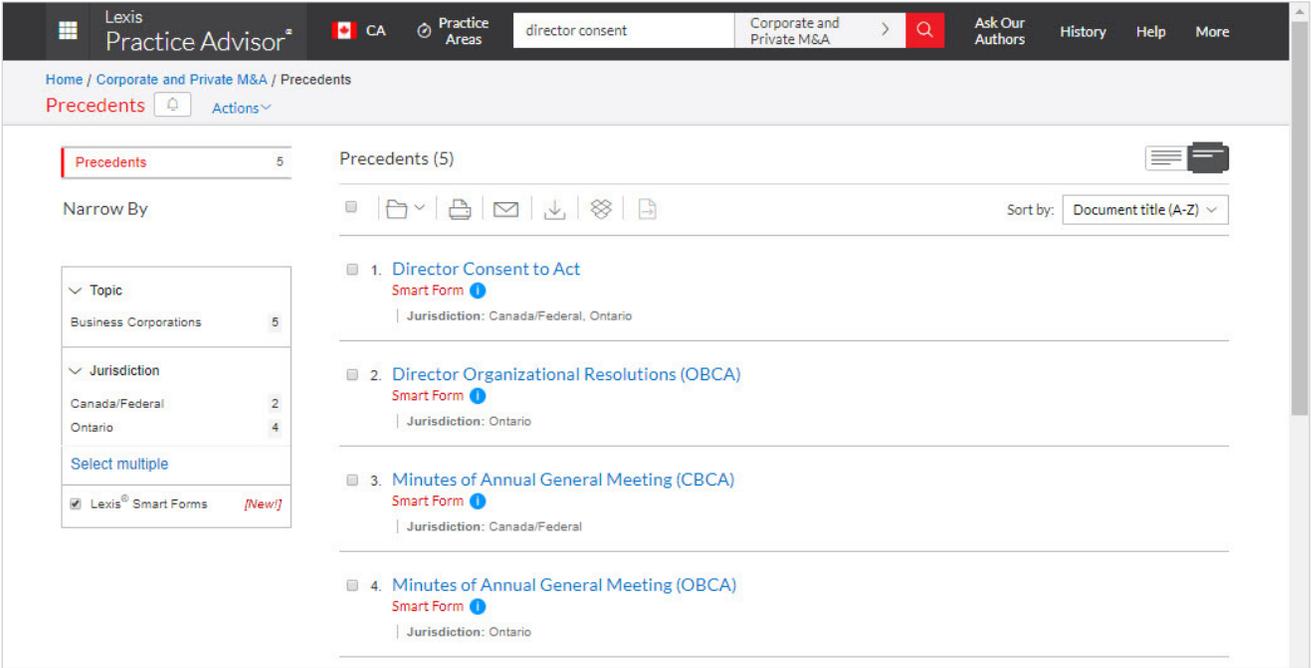
You can see all Smart Forms available on your Lexis Practice Advisor subscription by clicking on the link in the Smart Forms pod on select practice area pages.

Lexis® Smart Forms



Save time and reduce the risk of errors by building your document based on answers you supply to an interactive questionnaire.

[See your Smart Forms](#)



The screenshot shows the Lexis Practice Advisor interface. The top navigation bar includes the Lexis Practice Advisor logo, a Canadian flag with 'CA', 'Practice Areas', a search bar containing 'director consent', and links for 'Corporate and Private M&A', 'Ask Our Authors', 'History', 'Help', and 'More'. Below the navigation bar, the breadcrumb trail reads 'Home / Corporate and Private M&A / Precedents'. The main content area is titled 'Precedents (5)' and features a 'Narrow By' sidebar on the left. The sidebar includes filters for 'Topic' (Business Corporations: 5), 'Jurisdiction' (Canada/Federal: 2, Ontario: 4), and a 'Select multiple' section with a checked box for 'Lexis® Smart Forms [New!]'. The main list displays four items, each with a 'Smart Form' icon and a jurisdictional filter:

- 1. Director Consent to Act (Smart Form) | Jurisdiction: Canada/Federal, Ontario
- 2. Director Organizational Resolutions (OBCA) (Smart Form) | Jurisdiction: Ontario
- 3. Minutes of Annual General Meeting (CBCA) (Smart Form) | Jurisdiction: Canada/Federal
- 4. Minutes of Annual General Meeting (OBCA) (Smart Form) | Jurisdiction: Ontario

Accessing Smart Forms

Lexis Practice Advisor forms that have the Smart Forms feature include a “Build Your Document” button at the top of the screen. When you click on “Build Your Document,” the start screen will open in your default browser in a new tab or window.

The screenshot shows the Lexis Practice Advisor interface for a document titled "Director Consent to Act". The top navigation bar includes the Lexis Practice Advisor logo, a Canadian flag (CA), "Practice Areas", a search bar with "director consent" and "Corporate and Private M&A", and links for "Ask Our Authors", "History", "Help", and "More". Below the navigation bar, the document title "Document: Director Consent to Act" is displayed, along with a breadcrumb trail: "Home / Corporate and Private M&A / Precedents / Document". A toolbar contains icons for file operations and a "Go to" dropdown. A prominent "Smart Form" banner with a blue "Build Your Document" button is positioned above the main content area. The main content area features the title "Director Consent to Act" and a "Summary" section. A placeholder text "TO: [NAME OF CORPORATION] (the 'Corporation')" is visible at the bottom left. The right-hand sidebar includes sections for "About This Document", "Quick Download", "About the Author" (listing Hartley R. Nathan, Q.C., Lynx Equity Limited and Clifford S. Goldfarb, Gardiner Roberts LLP), "Drafting Notes", and "Alternate & Optional Clauses".

The screenshot shows the Lexis Smart Forms start screen for the "Director Consent to Act" document. The top left corner features the "Lexis Smart Forms" logo. The main heading is "Director Consent to Act". A link for "Import saved answers" is located in the top right corner. The "Summary" section contains the following text:

This precedent is a Director Consent to Act to appointment or election. It contains drafting notes and optional clauses.

The precedent can be used for both share capital and non-share capital corporations and is required in order for the election or appointment as director to be effective.

The Director Consent to Act sets out consents to the election or appointment and to the holding of meetings by telephone, electronic or other communication facilities, and declares that the director meets eligibility requirements, including with respect to age, capability and status as non-bankrupt. Optional Clauses are included to address requirements with respect to directors of registered charities.

For more information on the election or appointment of directors generally, see [Director Election or Appointment to Office \(OBCA\)](#), [Director Election or Appointment to Office \(CBCA\)](#) and [Director Election or Appointment to Office \(CNCA\)](#).

At the bottom of the screen, there are three navigation buttons: "Quit", "Skip", and "Next".

Interview Progress

Each screen in the interview will show you the name of the form that will be built based on your answers, which topic you are in within the interview, and the number of questions answered and remaining. Answer fields may be free text fields, drop-down menus, radio buttons, date selectors, or check boxes.

NO.	ITEM	DESCRIPTION
1	Form in Progress	Form title with the additional words “in progress...” indicating that the interview is in progress.
2	Hide/Show Interview Progress	Click to hide the progress pane. Click again to show the progress pane.
3	Topic Progress	The topic highlighted in white denotes the topic of the interview that the user is on.
4	Count of Questions Answered	Indicates the number of questions answered in the interview and the number remaining to be answered. Hover over the red progress bar to check the progress in percentage form.
5	Topic Title	Title of the topic, which reflects the title in the Topic Progress pane.

6	Answer Field	Text answers should be written here. Other types of answer fields may include radio buttons, check boxes, date selectors, and dropdown menus.
7	Asterisk	Signifies an answer that is mandatory to progress to the next interview topic.
8	Quit	Quits the Smart Forms interview. The user will be taken to the Lexis Practice Advisor home page.

Navigating the Interview Topics

You can jump from one interview topic to another by clicking on the topics in the Topic Progress pane. If you jump to a different topic, you will see a pop-up box prompting you to commit to your answers in the current screen before jumping (Commit), jump to the new topic without committing to your answers (Jump), or cancel. Select “Don’t ask me again – always take this action” before clicking on Jump or Commit to make it your default action. You can change this setting in your session configuration. Note that by selecting Jump, you will lose the answers you have entered in the current interview topic.

The screenshot shows the Lexis Smart Forms interface for the 'Director Consent to Act in progress...' interview. The interface is divided into several sections:

- Header:** 'Director Consent to Act in progress...' (1)
- Left Sidebar:**
 - 'Hide Interview Progress' (2)
 - 'Topic Progress...': A list of topics including 'Corporation', 'Signature', 'Director' (selected), 'Service Address', and 'Contact Information'.
 - 'Interview Progress...': A progress bar showing '5 Questions Answered' and '7 Questions to Answer (Min.)'.
 - 'Q. Preview' button.
- Main Form Area:**
 - 'Director' (5)
 - 'Service Address' section containing a 'Drafting Note' box with the text: 'Corporations Canada requires an address for service, which need not be a residence address, but cannot be a P.O. Box.'
 - 'Street' (6) - text input field
 - 'City' - text input field
 - 'Province' (7) - dropdown menu with 'Select an answer'
 - 'Postal Code' - text input field
- Bottom:**
 - 'Quit' button (8) with a red 'X' icon.
 - 'Back', 'Save', 'Skip', and 'Next' navigation buttons.

×

Jump from the topic 'Director' to 'Director -> Service Address'?

Your answers have not been saved from this page.

You can choose to:

- jump now, ignoring answers from the page (don't commit)
- commit your answers *and* jump to this topic if possible
- cancel and use next to proceed with the interview

Jump

Commit

Cancel

Don't ask me again - always take this action

If you click on the topic you are currently in, you will see a pop-up box that will allow you to reload the topic. This is useful if you want to delete the answers that have been entered into the screen and start over. As with the Jump pop-up box, you can select “Don’t ask me again – always take this action” before clicking on Reload to make it your default action. You can change this setting in your session configuration.

Lexis® Smart Forms

Director Consent to Act in progress...

Hide Interview Progress

<div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;">Topic Progress...</div> <div style="display: flex; justify-content: space-between; align-items: center; padding: 5px;"> Corporation ✓ </div> <div style="display: flex; justify-content: space-between; align-items: center; padding: 5px;"> Signature ✓ </div> <div style="display: flex; justify-content: space-between; align-items: center; padding: 5px; border-left: 2px solid red;"> Director ✓ </div> <div style="display: flex; justify-content: space-between; align-items: center; padding: 5px;"> Service Address ○ </div> <div style="display: flex; justify-content: space-between; align-items: center; padding: 5px;"> Contact Information ○ </div>	<div style="margin-bottom: 10px;">Director</div> <hr/> <div style="margin-bottom: 10px;">Service Address</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="margin: 0;">Drafting Note</p> <p style="margin: 0;">Corporations Canada requires an address for service, which need not be a residence address, but cannot be a P.O. Box.</p> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 40%;">Street</div> <div style="border: 1px solid #ccc; padding: 2px 5px; width: 55%;">Jane Doe</div> </div> <hr/> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 40%;">City</div> <div style="border: 1px solid #ccc; padding: 2px 5px; width: 55%;">Springfield</div> </div> <hr/> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 40%;">Province*</div> <div style="border: 1px solid #ccc; padding: 2px 5px; width: 55%;">Select an answer</div> </div>
--	--

Interview Progress...

5 Questions Answered
7 Questions to Answer (Min.)

Q Preview

✕

Reload the topic 'Director -> Service Address'?

Your answers have not been saved from this page.

You can choose to:

- reload the topic, reviewing previously committed answers if any
- cancel and use next to proceed with the interview

Reload

Cancel

Don't ask me again - always take this action

To go back and forth between interview screens, click the Back or Next buttons. Skip allows you to go from an interview screen to the document preview by skipping all non-mandatory questions.

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Director Consent to Act in progress...

Hide Interview Progress

Topic Progress...

Corporation ✓

Signature ✓

Director ✓

Service Address ○

Contact Information ○

Interview Progress...

5 Questions Answered

7 Questions to Answer (Min.)

Preview

Director

Service Address

Drafting Note

Corporations Canada requires an address for service, which need not be a residence address, but cannot be a P.O. Box.

Street

City

Province

Jump from the topic 'Director' to 'Director -> Service Address'? 9

Your answers have not been saved from this page.

You can choose to:

- jump now, ignoring answers from the page (don't commit)
- commit your answers *and* jump to this topic if possible
- cancel and use next to proceed with the interview

Jump

Commit

Cancel

Don't ask me again - always take this action

Reload the topic 'Director -> Service Address'? 10

Your answers have not been saved from this page.

You can choose to:

- reload the topic, reviewing previously committed answers if any
- cancel and use next to proceed with the interview

Reload

Cancel

Don't ask me again - always take this action

11
12
13

< Back
Save
>> Skip
Next >

9

NO.	ITEM	DESCRIPTION
9	Jump pop-up window	Enables the user to navigate to another topic and either (1) commit to the answers before jumping, which will save the answers on the screen or (2) jump without committing, which will delete the answers on the screen. The user can choose to always take one or the other action by selecting "Don't ask me again – always take this action."
10	Reload pop-up window	Enables the user to reload the topic. Any answers written will be lost if the topic is reloaded. The user can choose to always take this action when the current topic is reloaded by selecting "Don't ask me again – always take this action."
11	Back	Takes the user back to the previous screen in the interview.
12	Skip	Skip to the document preview. If the interview has any mandatory questions that have not been answered, then clicking Skip will show the user the mandatory questions that remain in the interview.
13	Next	Takes the user to the next screen in the interview.

To go back and forth between interview screens, click the Back or Next buttons. Skip allows you to go from an interview screen to the document preview by skipping all non-mandatory questions.

Lexis® Smart Forms

Director Consent to Act in progress...

Hide Interview Progress

Topic Progress...

- Corporation ✓
- Signature ⚠
- Director ✓

Interview Progress...

10 Questions Answered

2 Questions to Answer (Min.)

Q Preview

Signature

Date*

There are problems with this answer. To fix it, please enter: A date in the format "January 15, 2008".

Previewing and Saving Your Document

You can preview your document in two ways: (1) within an interview screen by clicking on “Preview” to see the document with the answers entered so far in the interview and (2) at the end of the interview, when a preview is generated with all the answers supplied in the interview.

The document preview at the end of the interview also includes options for downloading the document to your local drive as a Microsoft Word or PDF file.

You can also save all your interview answers by clicking on the Save button. The Save button is available on all interview screens as well as the document preview, so that you can save your answers at any point in the interview. When Save is clicked, an answer file will be saved to your local drive. The answer file can then be imported into any Smart Forms interview, with answers populating the interview to the extent the fields match what is in the answer file.

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Director Consent to Act in progress...

Hide Interview Progress

Topic Progress...

- Corporation
- Signature
- Director**
- Service Address
- Contact Information

Interview Progress...

8 Questions Answered
3 Questions to Answer (Min.)

Director

Contact Information

Fax

Telephone

E-mail

14

Output Preview

15 16

Preview Summary

DIRECTOR CONSENT TO ACT

TO: ABC CORP (the "Corporation")

I, THE UNDERSIGNED:

- consent to being elected or appointed and to acting as a member of the Board of Directors of the Corporation (the "Board"), such consent to take effect immediately;
- consent to the holding of meetings of the Board or of committees of the Board by means of such telephone, electronic or other communication facilities as permit all persons participating in the meetings to communicate with each other simultaneously and instantaneously;
- am at least 18 years of age;
- have not been found under the laws of any province to be unable to manage my property, or have been declared to be incapable by any court in a jurisdiction outside Canada.

Director Consent to Act complete 17

1. Review the web preview below and click any **active text** to change your answers.
2. Review the **interview summary** at the bottom of this page and click any question to change your answer.
3. When you are happy with the document and your answers, create and download the document in Word or PDF. Click Save to download an answer file.

✕ Quit

18

Save

Create a **Word/DOCX** document, containing:

The document Drafting notes Interview summary

Open

19

Create a **PDF** document, containing:

The document Drafting notes Interview summary

Open

20

DIRECTOR CONSENT TO ACT

TO: "ABC CORP" (the "Corporation")

----- Document continues below -----

Interview Summary 21

Corporation

Name

ABC Corp

Is the corporation a registered charity?

No

Director

Name

Mr. Knight

Service Address

Street

1 Yonge St.

City

Toronto

Province

Ontario

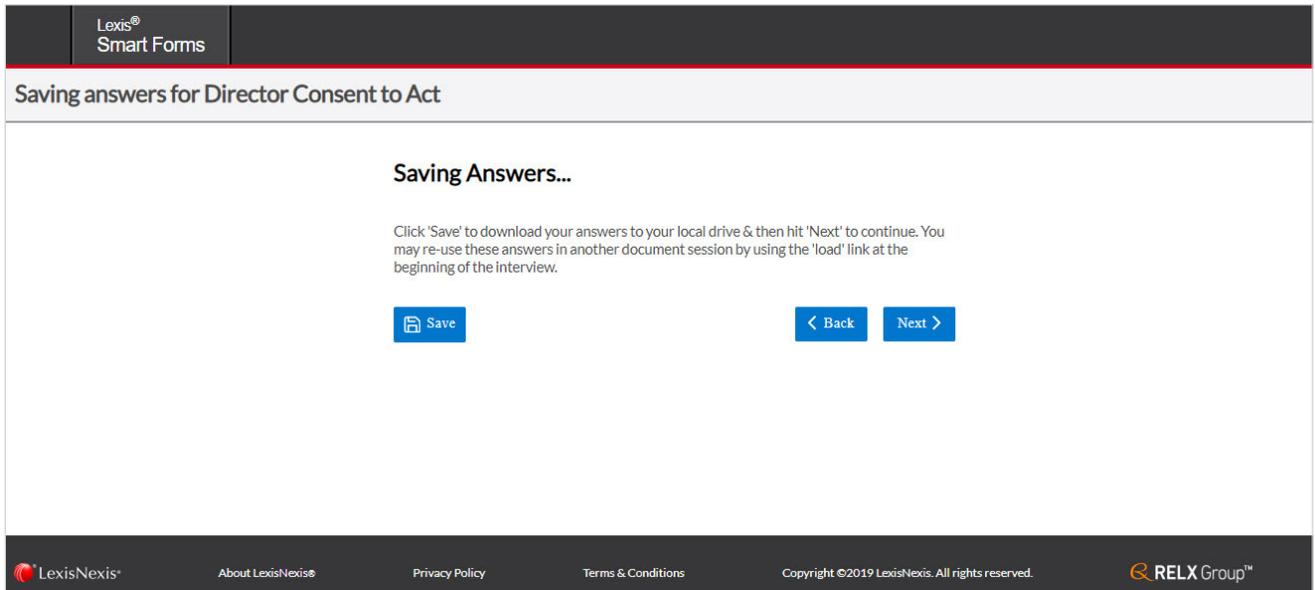
----- Document continues below -----

NO.	ITEM	DESCRIPTION
14	Preview link	Generates a preview of the document using the currently available interview answers.
15	Preview pop-up window	Preview of the document generated based on the currently available interview answers.
16	Summary	A tab within the Preview pop-up window, this shows a list of all the currently available interview answers.
17	Document Preview	At the end of the interview, the Document Preview shows a preview of the document with all available interview answers, download options, and the interview summary.
18	Save	Also available on each interview screen, the Save button enables the user to save the answers to the interview to the user's local drive.
19	Download options	<p>Allows the user to download the document as a Microsoft Word or PDF file. In addition to the document, the user can include Drafting Notes and the Interview Summary in the download.</p> <ul style="list-style-type: none"> • Drafting Notes: Additional guidance about select clauses in the document that may not have been addressed in the interview, such as how and why a clause may need to be revised to fit particular situations and filing or service instructions. Not every document will have Drafting Notes. • Interview Summary: A list of the answers the user supplied in the interview.
20	Active text	When clicked, active text will take the user back to the corresponding question, allowing the user to change the answer. After changing an answer using active text and clicking Next, the user will be taken back to the Document Preview.
21	Interview Summary	A list of the answers the user supplied in the interview. The user can go back to any of the questions in the interview by clicking on the question names (blue text).

Previewing and Saving Your Document

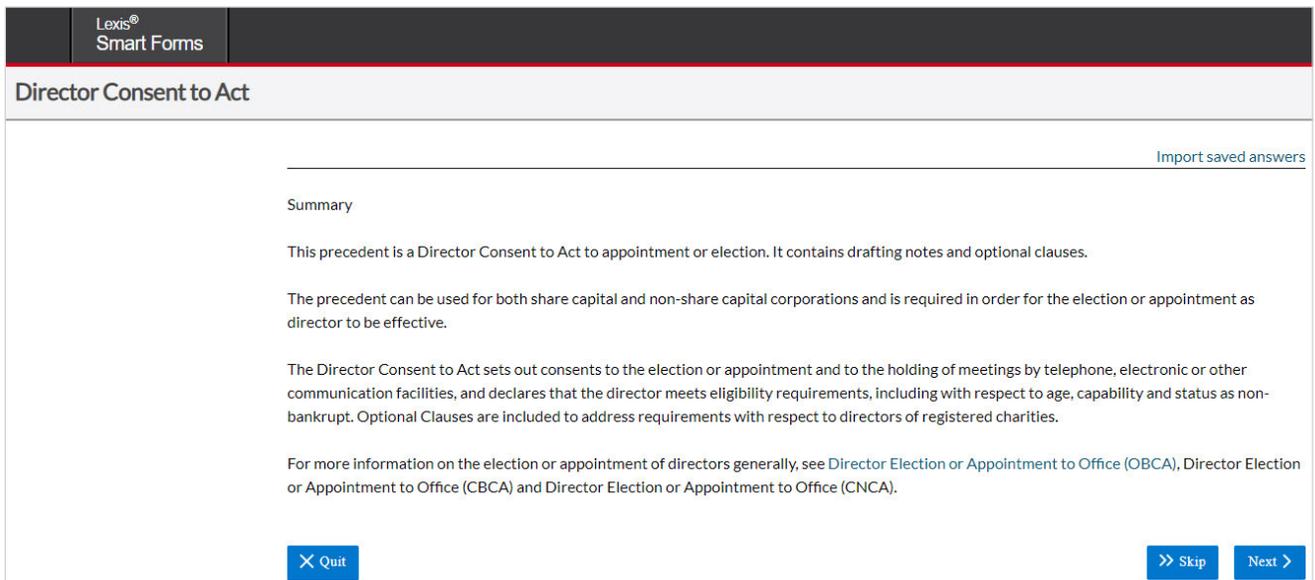
As noted above, the Save button is available on every interview screen and the Document Preview at the end of the interview. When the Save button is clicked, you will see a screen prompting you to download your answers to your local drive. You can upload saved answers to a Smart Forms interview by clicking on the link on the first interview screen. Answers will populate in the interview to the extent the answers in the upload match the questions in the interview.

After you click Save you will see this screen, where you will be able to select the location on your local drive to save the answer file:



The screenshot shows the Lexis Smart Forms interface. At the top, there is a dark header with the Lexis Smart Forms logo. Below the header, the page title is "Saving answers for Director Consent to Act". The main content area is titled "Saving Answers..." and contains the following text: "Click 'Save' to download your answers to your local drive & then hit 'Next' to continue. You may re-use these answers in another document session by using the 'load' link at the beginning of the interview." Below this text are three buttons: a "Save" button with a download icon, a "< Back" button, and a "Next >" button. At the bottom of the page, there is a dark footer with the LexisNexis logo, "About LexisNexis", "Privacy Policy", "Terms & Conditions", "Copyright ©2019 LexisNexis. All rights reserved.", and the RELX Group logo.

When you are in a Smart Form and you want to import your answers from an answer file, click "Import Saved Answers": from an answer file, click "Import Saved Answers":



The screenshot shows the Lexis Smart Forms interface for the "Director Consent to Act" document. At the top, there is a dark header with the Lexis Smart Forms logo. Below the header, the page title is "Director Consent to Act". In the top right corner of the main content area, there is a link that says "Import saved answers". Below this link, the text reads: "Summary This precedent is a Director Consent to Act to appointment or election. It contains drafting notes and optional clauses. The precedent can be used for both share capital and non-share capital corporations and is required in order for the election or appointment as director to be effective. The Director Consent to Act sets out consents to the election or appointment and to the holding of meetings by telephone, electronic or other communication facilities, and declares that the director meets eligibility requirements, including with respect to age, capability and status as non-bankrupt. Optional Clauses are included to address requirements with respect to directors of registered charities. For more information on the election or appointment of directors generally, see Director Election or Appointment to Office (OBCA), Director Election or Appointment to Office (CBCA) and Director Election or Appointment to Office (CNCA)." At the bottom of the page, there are three buttons: a "Quit" button with a close icon, a ">> Skip" button, and a "Next >" button.

If you want to import into the interview, you will be taken to a screen where you can select the answer file on your local drive.

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Load answers for Director Consent to Act

Loading Answers...

Select your saved Exari Answer File (.ans) to upload.

Filename: No file chosen

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