

THE LAW SOCIETY OF NSW

PRECEDENTS

ONLINE USER MANUAL



**THE LAW SOCIETY
OF NEW SOUTH WALES**

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BACKGROUND INFORMATION

The Law Society Precedents (except for the Personal Injury suite), were developed by TressCox Lawyers, who also fully maintain the Precedents for the Society. The Personal Injury Suite was originally developed by Stacks / The Law Firm, and is now maintained by TressCox Lawyers, with editorial input by Carroll & O’Dea Lawyers.

Licensees:

Please note: Firms are licensed by the Law Society to use, alter, amend, adapt and reproduce the Precedents both in printed and electronic formats in the course of providing bona fide legal services to their clients and are not entitled to re-sell, hire, lend or commercially exploit the Precedents.

The Law Society reserves all rights (including, without limitation, all copyright) in the Precedents, on its own behalf and on behalf of all other persons holding copyright to any other intellectual property interest in the Precedents.

Disclaimer:

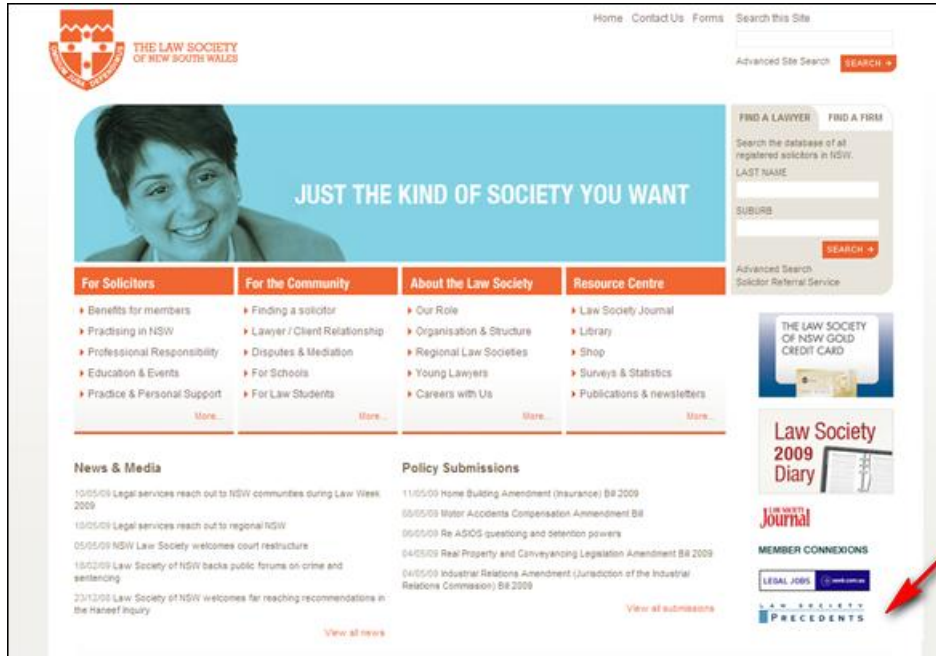
The Law Society Precedents are Suites of documents designed to be used as examples by legal Practitioners.

The Law Society of New South Wales, on behalf of itself and any other person involved in the production of the Precedents disclaims any liability arising in connection with the use of the Law Society Precedents or reliance on their contents by any person, whether used in the original form or altered in some way by the Licensees authorised to use the Law Society Precedents only in the course of providing bona fide legal services to clients. Any other use of the Precedents is prohibited.

The Society gives no warranties nor makes any representation in respect of Precedents including, without limitation, any warranties as to quality, standard or legal efficacy.

PRECEDENT INFORMATION

The Law Society Precedents are available for download from the Law Society's website at <http://www.lawsociety.com.au>. A Law Society Precedents icon is located on the right-hand side of the homepage. **Please do not enter your Precedent Login and Password in the Member Login Area.**



After a firm purchases the Precedents, together with a maintenance fee for the first twelve months, an invoice for the continued update service will be sent the following year in the month the Precedents were first purchased. When maintenance is up for renewal, the firm will be invoiced for the number of solicitors who are employed at the firm at the time of renewal. This invoice is an advanced payment for Precedent updates for the following twelve-month period.

If you:

- Experience any problems downloading the Precedents; or
- Found that a document you require is not available; or
- Would like to make a suggestion

Please send your feedback or requests to precedents@lawsocnsw.asn.au as we value your input.

We appreciate all feedback and forward all comments to the Precedents Management Committee to ensure our Precedent database continues to provide excellence to all customers.

Specifications and Hard Copy:

The Law Society Precedents are available in Microsoft Word 6 and above for PC's. Apple Macintosh users must have Office software compatible with Microsoft Office. The print font (or typeface) used in the Law Society Precedents is Times New Roman font.

Firms can print the hard copy from their computer. To make the printed copies more presentable and easy to file, you can purchase Law Society Precedent Binders.

Precedent Binders are available for purchase with or without tab cards for each Precedent Suite. For prices and to place an order, please contact the Precedents Administrator on (02) 9926 0278 or purchase them online at www.lawsociety.com.au/shop and select *Precedents*.

GETTING STARTED

All Precedent customers who have purchased the Precedents will be issued with an online login and password. You will need to use Internet Explorer or Mozilla Firefox with cookies and javascript enabled. The minimum browser requirements are Internet Explorer version 7+ or Mozilla Firefox 2+.

After you have received your Login and Password from the Precedents Administrator:

1. Go to <http://www.lawsociety.com.au>
2. Click on the Law Society Precedents Icon
3. Type in your login and password and click on Login

The Law Society maintains its own set of Precedents in a variety of practice areas on behalf of members. By using the Law Society Precedents you will be able to keep up-to-date with court form and legislative changes which will enable you to be more efficient and to provide your clients with a better service.

Search for a precedent:

[Browse by suite](#)

Login

Login:

Password:

[Forgotten Password](#)
[Contact Support](#)


About
The Law Society Precedents are easy-to-use, are regularly updated and are of a high quality. They are available for purchase by [Suite](#) or [Individual Document/Package](#) [\[More information about Precedents\]](#)

Purchasing
You can browse and search for Precedents on Law Society Online. Precedent Suites can be delivered over the Internet on the day you purchase. [\[Order Precedents Suites\]](#).

Pricing
The cost of each Precedent Suite varies according to complexity and there are big savings for small firms. By purchasing through a co-operative you can share the costs with other small firms. [\[Go to the price list\]](#)

Note: This site requires your browser to have cookies enabled. The minimum browser requirements are Internet Explorer version 7+ or Mozilla Firefox 2+.

[> PRECEDENTS HOME](#) [> MEMBERS' SERVICES](#) [> LAW SOCIETY ONLINE](#)

 **THE LAW SOCIETY OF NEW SOUTH WALES** The Law Society provides a range of services to assist members in operating more efficiently and cost effectively and in providing a better service to their clients.






4. Welcome to Law Society Precedents Online will open

LAW SOCIETY
PRECEDENTS

Home | Browse | Search | Update my details | Latest Updates | My subscription status | Logout

Welcome to Law Society Precedents Online

You are currently logged in. [\[check licence details\]](#)

Are you getting e-mails about Precedents updates?


If you aren't getting an e-mail each month, maybe we have the wrong e-mail address for you.

This is the e-mail address we have in our records: vpgsenat@bigpond.com.au

If this is incorrect, please [click here](#) to change it.

If you have any questions about Precedents, please call 02 9926 0278.

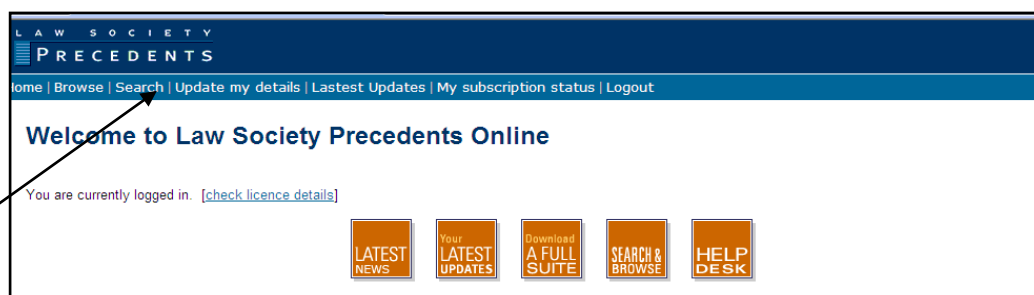
[> PRECEDENTS HOME](#) [> MEMBERS' SERVICES](#) [> LAW SOCIETY ONLINE](#)

 **THE LAW SOCIETY OF NEW SOUTH WALES** The Law Society provides a range of services to assist members in operating more efficiently and cost effectively and in providing a better service to their clients.

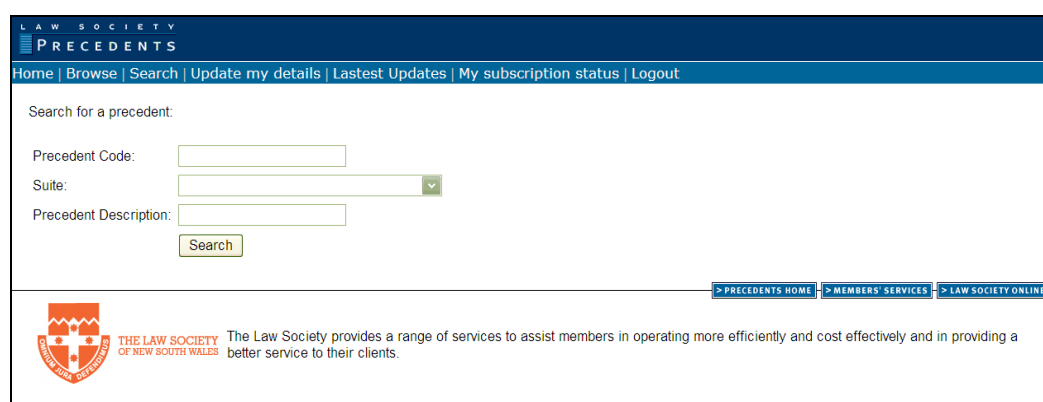
5. You are now logged in as a Precedent Subscriber

SEARCH AND OPEN INDIVIDUAL PRECEDENTS

1. Click on the Search button



2. 'Search for a Precedent' screen will then open



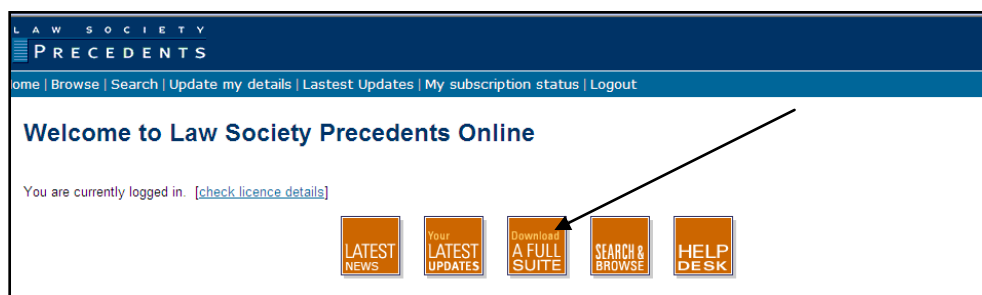
3. You can search for a Precedent by using the Precedent Code, By Suite or Precedent Description
4. Once you have typed in the Precedent you require, click on Search
5. A table will then appear that lists the Precedent/s that you are looking for

Precedent Code	Precedent Description	Suite	Last Updated	Open Precedent (.doc)
WIL21	Conveyancing form 21	Deeds of Charge	09-Feb-26	Open
WIL24	Last will and testament	Deeds of Charge	09-Mar-09	Open

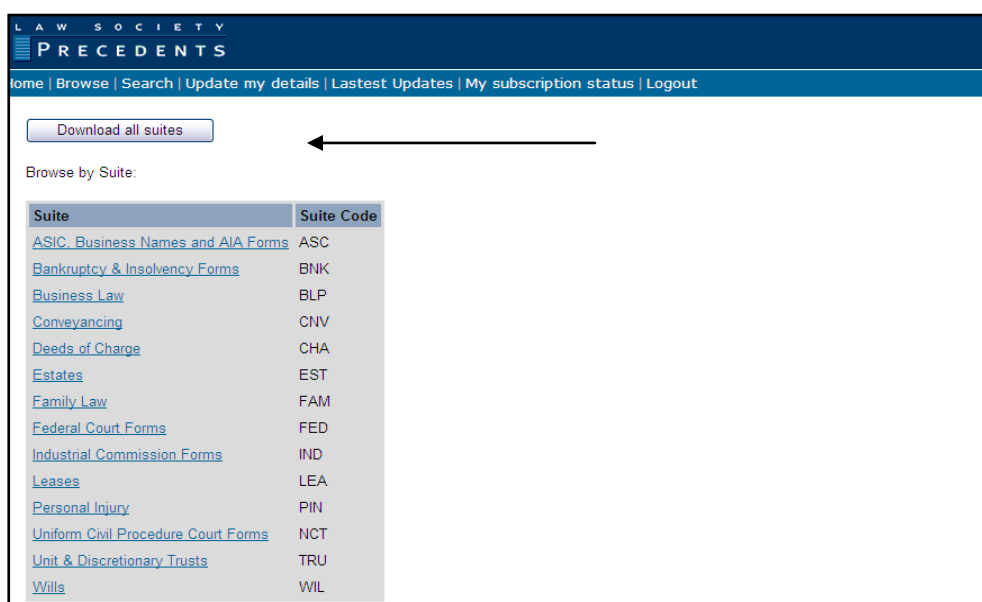
6. Click on Open to open the Precedent you wish to use
7. The document will then open. *NB: Depending on your browser that you are using, you may be prompted for a confirmation box if you want to open the document or save the document. Select the option for how you wish to proceed (Open or Save) then click Ok.*

DOWNLOADING A FULL SET OF PRECEDENT SUITES

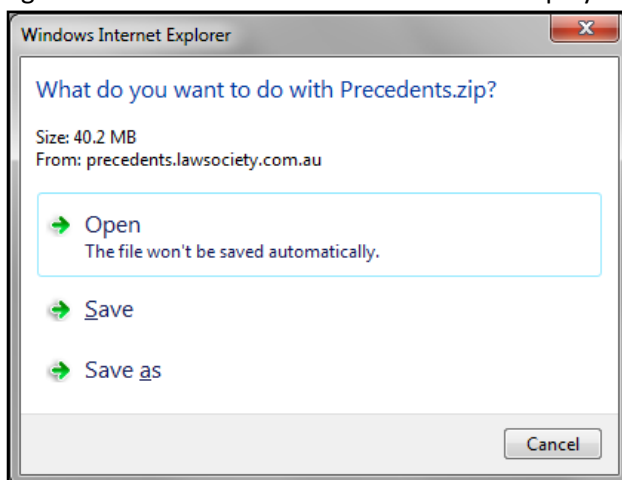
1. To download 1 or all Suites, select the relevant icon – **Download a Full Suite**



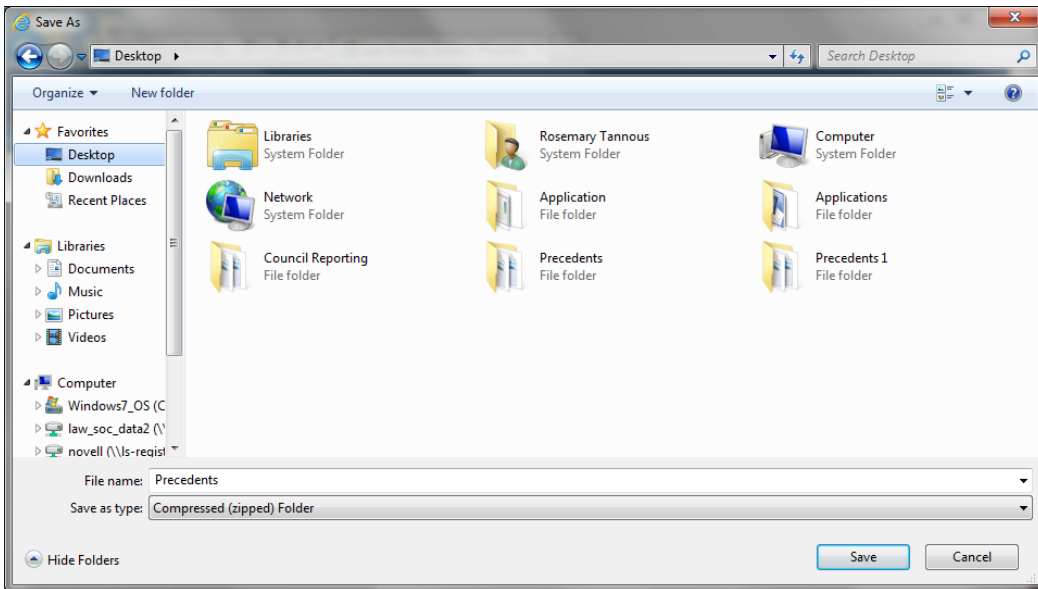
2. If the Precedent Suites you subscribe to are listed, click on **Download all Suites**



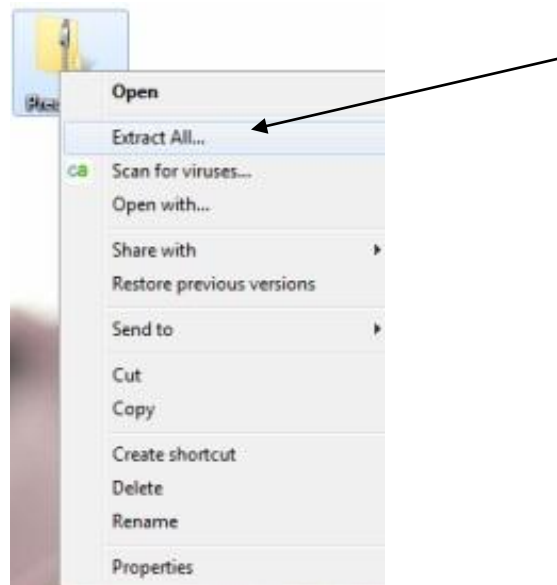
3. A dialogue box headed '**File Download**' box will display



4. Click on **Save As** to either save this file to your **Desktop** or nominated **Network Directory**. If you do not save the file to the Desktop, it is recommended that you note the directory where you have saved the zip file.



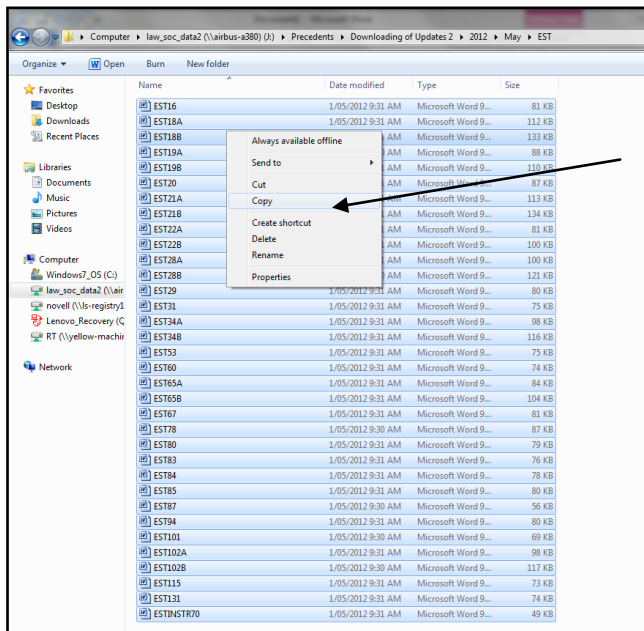
5. The Precedents Zip file is now saved on your desktop or nominated network directory.
6. Go to the directory where the zip file is saved and right click on the zip
7. Click on Extract All



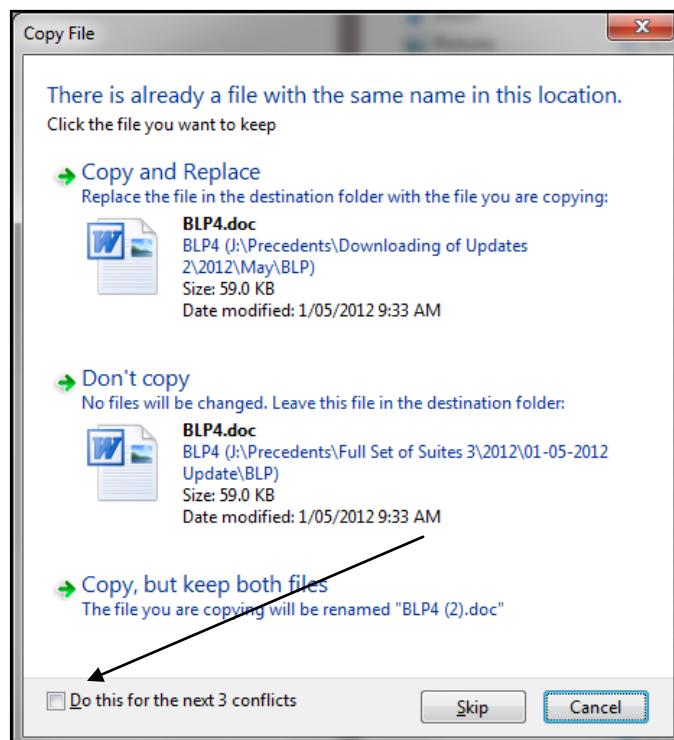
8. Follow the prompts in the 'Extraction Wizard' to unzip the files
9. Once unzipped, a folder/s will then appear titled (suite code)
10. Refer to Appendix A for a list of these codes

Copying Precedents to your Precedent Directory:

1. Open the directory where you would like to move or copy your Precedents over to, eg: My Documents
2. Open one of the Precedent Suite folder/s on your desktop
3. Select all contents of this folder and then click on Copy

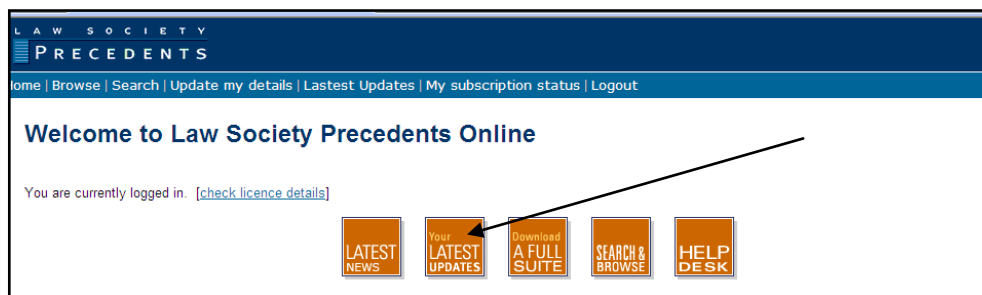


4. Open the directory where moving Precedents to, then open the corresponding Suite folder
5. Right click in the Suite folder and click on Paste. The Precedents will now be copied to that folder
6. When copying Precedents across to your Precedents directory, if the file already exists in your Precedents file, a dialogue box *Confirm File replace* message will display. This message warns that the Precedents you are moving across already exists with the same named file
7. To overwrite all existing same named files, select “Do this for the next 3 conflicts”
8. Click on Copy and Replace

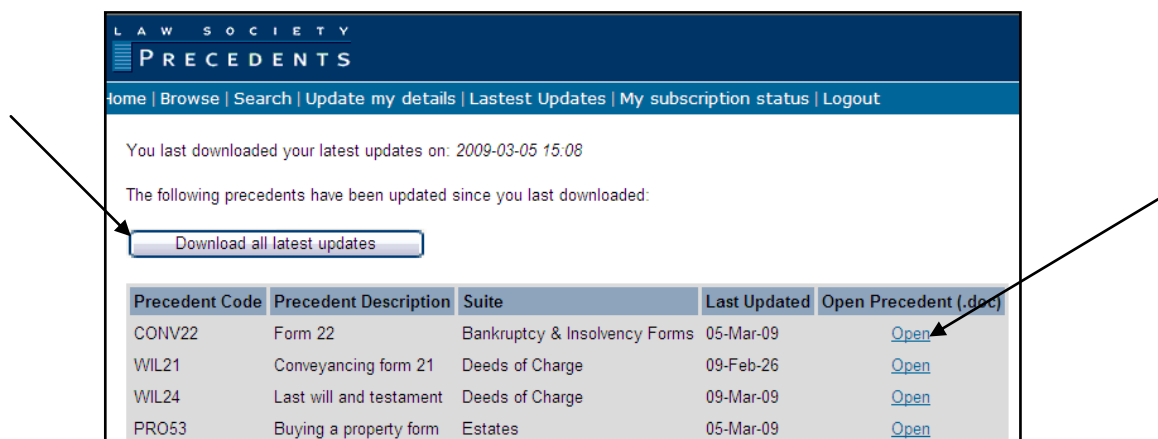


DOWNLOADING PRECEDENT UPDATES

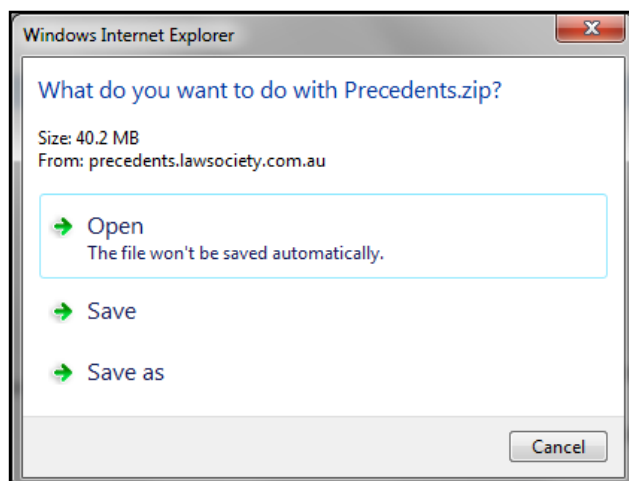
1. To download or open your latest updates, select the relevant icon – **Your Latest Updates**



2. On your Latest Updates screen, you have two options:
 - a) You can either download your latest updates; or
 - b) Open an updated Individual Precedent
3. To open the Individual Precedent, click on Open beside the Precedent Heading and the latest version of that particular Precedent will open
4. Or to download all updates
5. Click on Download all Latest Updates

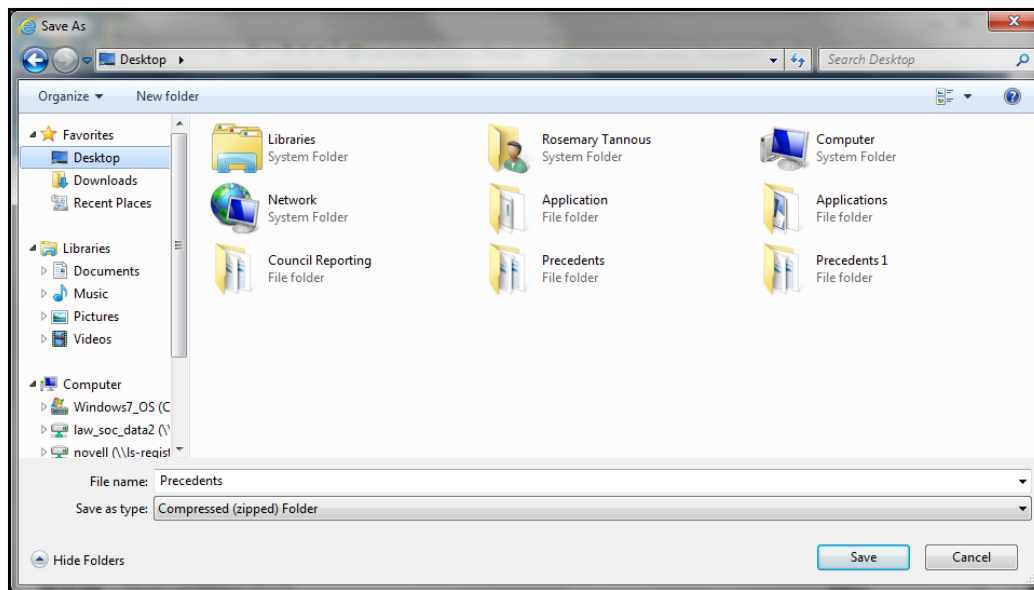


6. A dialogue box will display



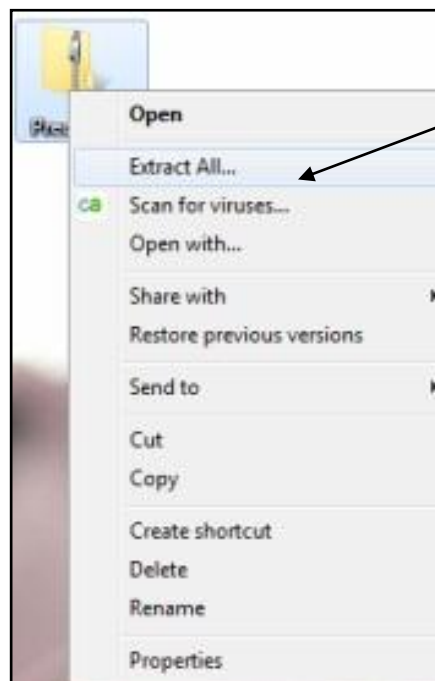
7. Select **Save As**

11. Save this file to to your **Desktop** or nominated **Network Directory**. If you do not save the file to the Desktop, it is recommended that you note the directory where you have saved the zip file.



8. The Precedents Zip file is now saved on your desktop or nominated network directory

9. Go to the directory where the zip file is saved and right click on the zip
10. Click on Extract All



11. Then copy or move the updates to your Precedents Directory

PRINTING PRECEDENT DOCUMENTS

To Print Microsoft Word Documents:

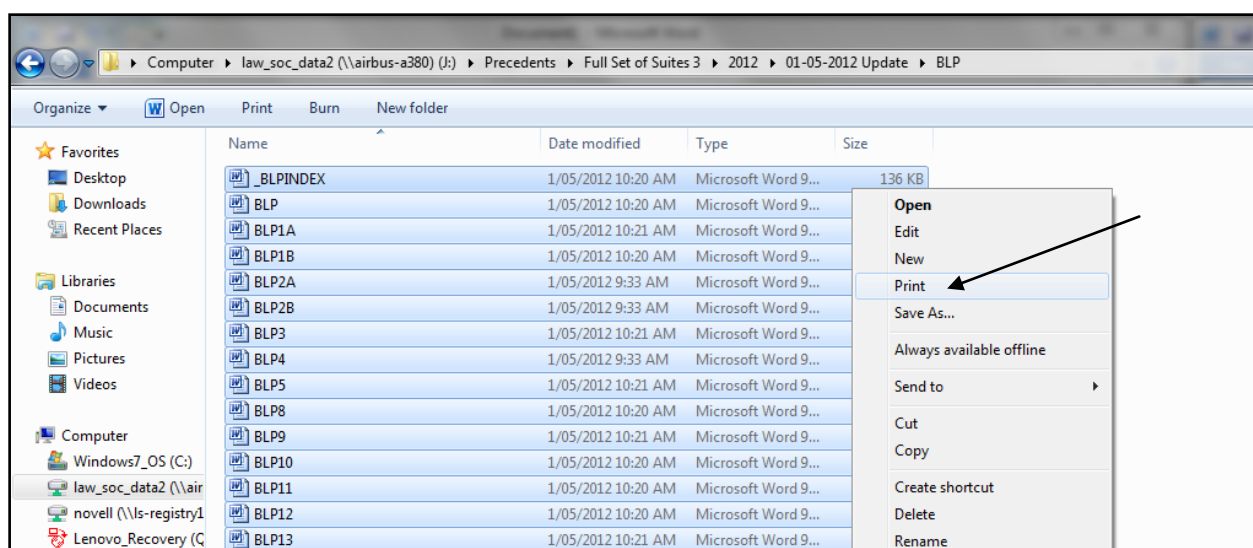
1. To print Individual Precedents simply select **Print**
2. This can be done once you have the Precedent open in Microsoft Word

To Print Full Suites and Updates:

Please note: Suites and Updates often contain a large number of pages. For example, the Conveyancing Suite contains over 750 pages. Check the number of pages before you decide to Print the whole Suite.

To print an entire Precedents Suite or the updates to a Suite the steps are:

1. Open the directory where the Precedents are saved
2. Select all the documents by clicking on the first Precedent, holding down <Shift> and then pressing the Down arrow key until all the documents have been selected
3. Then right click and select Print



4. Ensure Hidden Text is selected in File>Options>Display>Printing Options
5. File in folders

OTHER FEATURES OF LAW SOCIETY PRECEDENTS ONLINE

Update my Details:

This screen gives you the current details the Society has for your firm including your primary contact. If you wish to change any of these details click on the field that requires changing. Once you have made all the necessary changes, click on Save and all changes will be saved.

LAW SOCIETY
PRECEDENTS

Home | Browse | Search | Update my details | Lastest Updates | My subscription status | Logout

Username: Firm Details
Password: Firm Name: DEACONS
Registry Firm ID: Street: 175 Eagle St
Address:
Primary Contact Name: Phone: (07) 3309-0888
Primary Contact Email: Fax: (07) 3309-0999
Secondary Contact Name: Website: <http://www.deacons.com.au>
Secondary Contact Email: Email:

Are your firm details correct?
If they are not up to date or incorrect please fill in the [online form](#) to update your details with the Law Society of NSW.

Your Download History:

This screen will give you the details of the date your firm last downloaded your Precedent updates. The firm can then see which Precedents have been updated since they last downloaded updates.

LAW SOCIETY
PRECEDENTS

Home | Browse | Search | Update my details | Lastest Updates | My subscription status | Logout

You last downloaded your latest updates on: 2009-03-30 12:10 ←

The following precedents have been updated since you last downloaded:

My Subscription Status:

This screen will provide you with the details of which Suites you currently subscribe to, the Subscription Status and Maintenance Renewal Date. If you wish to cancel one or more of your firm's subscriptions, these changes can also be made here under the heading, 'Cancel Date'.

LAW SOCIETY
PRECEDENTS

Home | Browse | Search | Update my details | Lastest Updates | My subscription status | Logout

Subscription Suite	Number of Users	Subscription Status	Commenced Date	Maintenance Date	Cancel Date
Deeds of Charge	1-4 Users	Maintenance and Licence	05-Mar-09	05-Mar-10	
All Suites	3 Users	Maintenance and Licence	26-Feb-09	26-Feb-10	

USER TIPS

Text and Variable Fields:

The Law Society Precedents are text documents with formatted variable fields. The variables within a document are distinguished by slashes and sequential numbers, for example, //1//, //2//, //3//.

The Law Society Precedents are not distributed with merge codes embedded within the variable fields; therefore there are also no variable text data files. To move down a document between variables press function key 11 (F11). To move up a document page press shift function key 11 (F11). A list of variables for each Suite is located at the beginning of each Suite.

Numbering Consistency:

The Law Society has been working to introduce consistency to the numbering of variable fields in each of its Precedent Suites. This means, for example, that variable //1// in each form or Precedent of a particular suite will always be the matter number field and //2// the applicant's name and so on. All Precedent suites have number consistency except for the Mortgage and Wills Precedents. Please refer to the Appendix for numbering consistency for individual precedents.

Text Boxes / Tables:

Some Precedent forms contain text boxes and specific cell heights in tables, which prevent you from accidentally modifying text box sizes. The Precedent forms have been approved by ASIC, or prepared in accordance with court requirements, and should not be altered. If you are unable to fit your text into one of the boxes either reduce the font size or type 'See Annexure' and attach an annexure to the end of the Precedent.

Explanatory Author Notes and Special Instructions – hidden text:

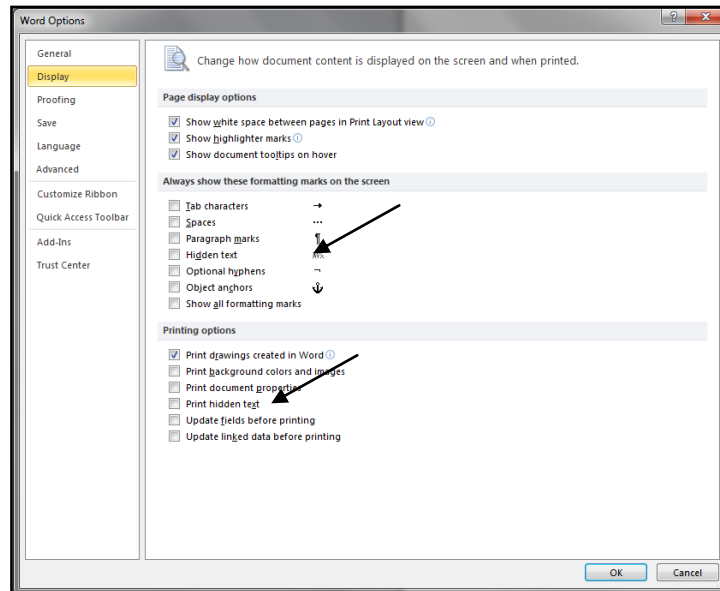
Explanatory author notes and special instructions for completing Precedents are contained in the Word Precedents as **hidden text**. To display hidden text, open Microsoft Word and from the Menu Bar select File > Options > Display. Then, under Always show these formatting marks on the screen select Hidden text.

If you are not familiar with hidden text, click the Show / Hide button (¶) on the toolbar to display hidden text. If, for example, you work with your show / hide button off, some Precedents may appear to have a blank first page.

To Print or Hidden Text:

In Microsoft Word go to the Menu Bar and Select File>Options>Display.

Then, under *Printing options* select print Hidden Text and Click OK.



Page Setup:

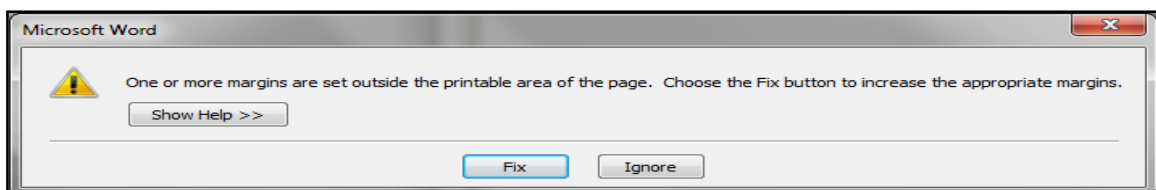
To alter the page setup of a Precedents go to *Page Layout>Select Margins>Custom Margins>Page Setup*.

Then increase the *Margins*.

You may also need to alter the font size of the Header and Footer and / or reduce the margins. Click on *Page Layout>Page Setup* and select the *Layout* tab.

Printer Margins:

Some Word Precedents have been created using minimum margin settings which are not standard for all printers. You may receive this message on some Precedents. To correct this

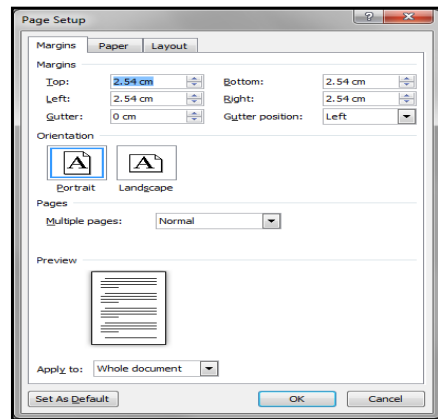
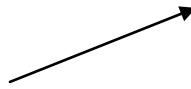


error, choose the Fix button to increase the appropriate margins and re-save the Precedent. Word will re-save your Precedent with the new minimum margin settings required for your printer.

OR Click on yes to continue with printing the document and to adjust the printer margins complete the procedure below.

1. Click on Page Layout
2. Select Margins

3. Click on Custom Margins and adjust



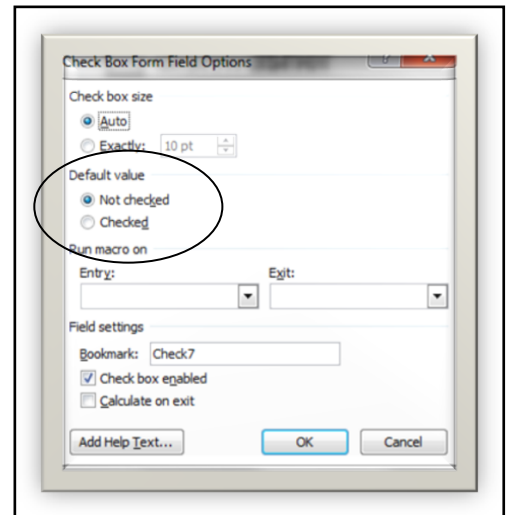
Check Boxes:

Some documents including the Contract for Sale of Land contain numerous 'check' boxes. You can replace an unchecked box with a checked box as follows:

1. Double click with the left mouse button on the check box
2. Under **Default Value** select **Checked** and click on **OK**.

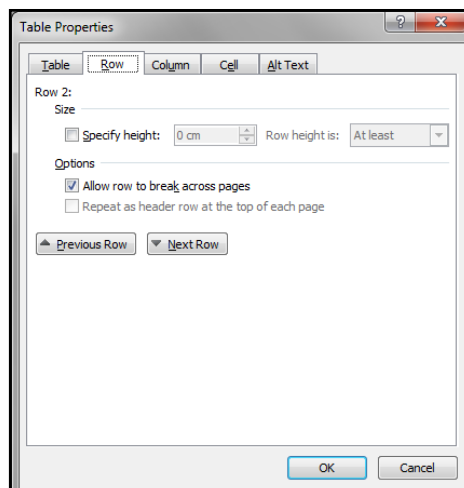
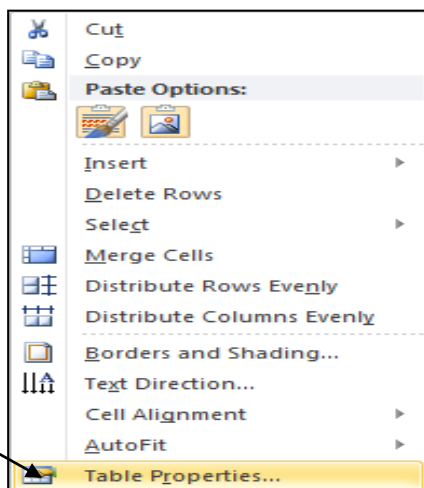
Or alternatively:

1. Click once with right mouse button on the check box
2. Select Properties
3. Under **Default Value** select **Checked** and click on **OK**.



Adjusting Row Height and Column Width in Precedent Tables:

- Place the mouse pointer in the row or column you wish to modify
- Right click on the table
- Select Table Properties



- Adjust the row height by changing the Height of Rows – Specify height
- To adjust the column width, click on the column tab
- Select Preferred width
- Cell lines can also be adjusted by placing the cursor on the line and altering the height or width manually when you see the double arrows

Help Desk

If an answer to a query is not covered in this User Manual or you require further assistance, please contact the Law Society's Precedents Help Desk on (02) 9926 0278 or email precedents@lawsociety.com.au.

FREQUENTLY ASKED QUESTION

- I'm having trouble unzipping my downloaded precedents or latest updates. Is there any other way to unzip and view the documents?

You can make the unzipping process easier by using a third party application to unzip the documents for you, rather than using the extraction wizard included with Windows XP and above. Most unzipping applications are freely available online – some popular ones include:

7zip (<http://www.7-zip.org/>) and

Freezip (<http://members.ozemail.com.au/~nulifetv/freezip/>)

- I've lost my username and password. How can I retrieve my login details?

The simplest and quickest way to retrieve your login details is to request one to be emailed to you by going to the Precedents home page at www.lawsociety.com.au/precedents, selecting the 'Forgotten Password' icon and following the prompts. This will then email your login details to your email address.

NB: The email address you enter into the box must be the email address that is already registered with us as the Primary Contact Email. If there is no match to the email you enter with the primary contact email in our database, we will not be able to send you your login details.

If you cannot retrieve your login details through this method, please use the 'Contact Support Form' found on the Precedents home page.

- I can't seem to download some of the precedents from both the search and browse options?

You will only be able to download precedents for which you have active subscriptions. However you will still be able to search and browse through all the precedents available.

APPENDIX A:

Precedent Suite	Precedent Code
ASIC, Business Names & AIA Forms	ASC
Bankruptcy & Insolvency Forms	BNK
Business Law	BLP
Conveyancing <ul style="list-style-type: none">- Mortgage (MOR)- Purchase (PUR)- Vendor (VEN)	CON
Charge	CHA
Estate	EST
Family Law	FAM
Federal Court, Federal Magistrates Court & High Court	FED
Industrial Commission Forms	IND
Lease	LEA
Personal Injury <ul style="list-style-type: none">- Comcare (COM)- Common Law & Motor Vehicle Accident (MVA)- Dust Diseases Tribunal of NSW (DDT)- Victims Compensation Tribunal (VIC)- Motor Vehicle Accident (MVA)- Workers Compensation (WCC)	PIN
New South Wales Court Forms	NCT
Unit & Discretionary Trusts	TRU
Wills & Power of Attorney	WIL