



NEW YORK FORM RESEARCH GUIDE

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Introduction

There are numerous resources available at the Law Library for drafting legal documents. This guide directs users to currently available resources at the Law Library. It is divided into four sections. The sources listed in the first three sections, "General Sources for Forms," "General Sources for Federal Forms," and "General Sources for New York Forms" are annotated. The final section, "Specific New York Forms" is a compilation of treatises, practice guides and form books that contain sample forms and instructions on how to use them.

Many of the library's form resources offer examples of language and content for specific forms such as contracts, leases, deeds or wills. Such form examples are intended to be models and merely suggest terminology. The user has to craft his form carefully and to insert relevant factual information to make the form useful.

Other resources provide examples for pleading, such as complaints, petitions, answers or motions, which are filed in court. These examples are simply "boilerplate" and need to be customized to meet specific needs. This is a specialized area of law practice. The user has to read the suggested form carefully and to modify it appropriately in order to meet the requirements of the jurisdiction or court where it will be used.

This guide will be updated periodically to reflect new additions to the library's form book collection.

I. GENERAL SOURCES OF FORMS

Date - Initials

- *American Jurisprudence Legal Forms, 2d* (1971, updated Nov. 2006) **KF170 .A42**

This collection of forms is organized by title or topic. Each title contains drafting guidelines and a number of sample forms. The publisher's annotations to these forms also includes references to West digest topics and numbers, case law, and statutes. Use the general Index for access to the collection.

- *American Jurisprudence Pleading and Practice Forms Annotated* (Rev. ed., Spring 2006 Supp.) **KF8836 .A45**

This collection of sample forms is designed for civil, criminal litigation and administrative proceedings. Annotations are cross-referenced to West digest topics and numbers and *American Jurisprudence, 2d* for further research. The collection includes notices, complaints, petitions, summonses, demurrers, answers, counterclaims, cross-complaints, interrogatories, replies, motions, affidavits, stipulations, bills of particulars, subpoenas, orders, writs, jury instructions, findings of fact, judgments, bonds, decrees, etc. Consult the topical Index for access to the collection. .

- Rabkin, Jacob and Mark H. Johnson, *Current Legal Forms with Tax Analysis*, (1948, updated Apr. 2004) **KF170 .R3**

This multi-volume set discusses the tax implications of legal transactions. References are to the Internal Revenue Code. Each chapter provides checklists, expert commentary, tax and practice backgrounds, and drafting guidelines. Consult the Index for access to the collection.

- *West's Legal Forms* (Thompson/West) **KF170 .M64**

This collection is arranged by topics such as Business Planning & Single Owner Business, Domestic Relations, Bankruptcy, Wills & Trusts, etc. Annotations found with form samples are cross-referenced by key numbers to *Corpus Juris Secundum*. Also includes analysis, a table of state laws, and commentary by the authors. Consult the Index (Volume 30) for access to the collection.

Bankruptcy

- United States Code Service, *Court Rules: Federal Rules of Bankruptcy Procedure & Official Bankruptcy Forms* (Annual Supplements) **Floor Four**. Consult vols. 1-11.
- Herzog, Asa S., *Herzog's Bankruptcy Forms and Practice, 9th ed.* (1991, updated Oct. 2003) **KF1527 .H452**

Contents include practice hints, commencement of case; proceedings, etc. Consult the Index for specific topics.

- King, Lawrence P., editor, *Collier on Bankruptcy, 15th ed. rev.* (1996, updated Sept. 2006) **KF1520 .C651** Volumes 11 – 13 contain bankruptcy forms.
- King, Lawrence P. and Asa S. Herzog, co-editors, *Collier Bankruptcy Practice Guide* (1981, updated March 2004) [KF1524 .C63](#)

Consult the Synopsis at the beginning of each Part for specific forms offered.

Wills

- Murphy, Joseph H., *Murphy's Will Clauses: Annotations and Forms with Tax Effects* (1960, updated Apr. 2004) **KF755 .A65 M8**

Forms for drafting wills and for estate planning. Examples are footnoted to state law. This resource addresses such topics as estate, gift, generation-skipping transfer and fiduciary income taxes, as well as living wills and health care proxies, fiduciaries and guardianship compensation. Consult Index (Volume 5) for access to topics.

II. FEDERAL PRACTICE FORMS BOOKS

- *Federal Procedural Forms, Lawyers Edition* (1975, 2006 Supp.) **KF8836 .F4**

Collection arranged alphabetically by subject matter. Form examples cover federal criminal and civil litigation and administrative proceedings.

- *Nichols Cyclopedia of Federal Procedure Forms* (Callaghan) **KF8835 .C92**

Each of the 230 Chapters (arranged alphabetically) are divided into four sections: Suggestions, Tax Introduction, Research and Drafting Aids, and Forms.

- *West's Federal Forms* (1952, 2006 Supp.) **KF8836 .W4**

Companion set to *West's Federal Practice and Procedure*. Publisher provides extensive commentary on the use of the form.

III. GENERAL COLLECTIONS OF NEW YORK FORMS

- *West's New York Law Finder* (2006) **Reference KFN5061 .N482**

When searching for New York forms, a good place to start is with the *New York Law Finder*. Look under the topic of “Forms” for specific form titles and citations. This

resource provides references to *McKinney's Consolidated Laws of New York Annotated*. It also provides references to the *New York Practice Series*.

- *Bender's Forms for the Consolidated Laws of the State of New York*, **Stack 1, KFN5068 .E34**

Provides New York State annotated forms, with statutory provisions and case citations. Offers sample forms for drafting pleadings and motions. Also contains forms for special proceedings and administrative proceedings. *Bender's* also provides examples of common legal instruments, such as wills, trusts, deeds, contracts, leases, and mortgages. It also includes official forms, departmental forms, and forms used by administrative agencies. Consult Index for access to this collection.

- *New York Consolidated Laws Service* (1976, 2006 Supp.), **Stack 1, KFN5030 .A45**

Offers legal, business, pleading and practice forms integrated with New York State statutes. Updated annually with cumulative supplements.

- *New York Forms: Practice-Oriented Forms for New York Legal and Business Transactions*, (2007 Supp.), **Stack 1, KFN5068 .N4** This collection of forms is arranged by topic or subject.

- New York State Bar Association, *New York Lawyer's Formbook*. **Reference, KFN5068 N.49**

Contains copies of official forms, commercial forms and original forms created by the authors. Sections provide sample clauses, worksheets, letters, checklists, charts and questionnaires.

- *New York Codes, Rules and Regulations* **Stack 1, KFN5035 A.22**

See Title 22: *Judiciary*. Volumes C & D contain various official forms for Criminal Procedure Law, Family Court, Surrogate Court, etc.

- *Village, Town and District Courts in New York* (Lawyers Cooperative Pub. Co.), **Stack 1, KFN5968 V54**

Provides useful analysis of motor vehicle and traffic violations, small claims, landlord-tenant disputes and criminal offenses. Forms are located at the end of each chapter.

- *West's McKinney's Forms* (2006 update) **Stack 1, KFN5068 .W4**

Multi-volume set arranged according to the Consolidated Laws, with indexes at end of each title. Subjects include: Civil Law Practice and Rules; Uniform Commercial Code; Business Corporation Law; Matrimonial and Family Law; Real Property

Practice; Estates and Surrogate Practice; Criminal Procedure Law; Not-For-Profit Corporation Law; Tax Practice and Procedure; and Local Government Law. Includes a guide to drafting form-based documents.

VI. SPECIFIC NEW YORK FORMS

Appellate Practice

- Mark Davies, *New York Civil Appellate Practice* (2003, 2006 Supp.) **Stack 1, KFN6075 .D2 1996**
Forms interspersed throughout the text. Consult index under "Forms."
- Thomas R. Newman, *New York Appellate Practice* (1985, 2005 Supp.) **Stack 1, KFN6074 .N49 1985** Form examples are interspersed throughout the text.

Automobiles

- Peter Gerstenzang and Eric H. Sills, *Handling the DWI Case in New York* (2006-2007) Stack 1, **KFN5477 .G47** Consult the appendix for official forms.
- Donald R. Magill, *Magill's Vehicle and Traffic Law Manual for Local Courts* (2006) **Stack 1, KFN5470 .M34 2006**

Charts for minimum and maximum fines, jail time, abbreviations and "DWI Slanguage". Organized by N.Y. *Vehicle and Traffic Law* provisions.

- James M. Rose, *New York Vehicle and Traffic Law* (2d ed., 2006 Supp.) **KFN5477 .R67 1992**

Form examples include: *Request for Abstract of Operating Record, Annotated Client Interview Form, Appeal from Administrative Determination, Sample Petition to Review Determination to Suspend or Revoke License or Registration After Hearing: Notice of Petition and Petition, Notice of Appeal From Conviction for Traffic Offense, Application for Registration or Title*, etc. Forms are located in the appendix.

Brokers (Real Estate) – See also Property Law

- D. Barlow Burke, *Law of Real Estate Brokers* (2d ed., 2005 Rev.) **KF2042 .R4 B88 1992**
Limited to forms for litigation regarding broker activities.
- Mark A. Senn, *Commercial Real Estate Leases: Preparation, Negotiation and Forms* (3rd ed. 2000, 2003 Update.), **KF593 .C6 S42 2000**

- Michael Madison, *The Law of Real Estate Financing: With Tax Analysis, Planning, and Forms* (1995, 2002 Supp.) **KF5698.3 .M242**

Business and Commercial Law

- Arthur Norman Field and Morton Moskin, *Transactional Lawyer's Deskbook: Advising Business Entities* (2001), **Stack 1, KFN5337 .F54 2001** Consult the *Table of Forms* in Vol. 3.
- Haig, *Commercial Litigation in New York State Courts* (2d ed., 2005, 2007 Supp.), **Stack 1, KFN5225 .C65 2005** Consult the Index under "Forms."
- *New York Practice Guide: Business and Commercial* (2006 Supp.), **KFN5337 .N48** Consult the *Index of Forms*.
- Isidore Kantrowitz, *White on New York Business Entities* (14th ed., 2005, 2006 Supp.), **Stack 1, KFN5340 .W48**

Forms are interspersed throughout text. Consult the "Synopsis" at the beginning of each section. Forms relevant to the section are usually located in the section's Appendix. Forms are identified on the top, right-hand corner. See Volume 8, "N-PCL Forms" for samples and discussion.

Business Organizations

- Schorr, Brian L., *Schorr on New York Limited Liability Companies and Partnerships* (1994), **Stack 1, KFN5339.5 .S37**

Consult the "Index to Forms". Includes forms for Amendment Certificates, Articles of Organization, Articles of Dissolution, Filing Fees, Mergers, and forms for the Secretary of State.

- Walker, Karon S., et al., *New York Limited Liability Companies and Partnerships: A Guide to Law and Practice* (2002, 2006 Supp.), **Stack 1, KFN5339.5 .W35**

Forms are located in the appendixes. Consult the Index under "Forms."

- White, Frank, *White on New York Corporations* (13th Edition by Isidore Kantrowitz and Sol Slutsky, 2005 Supp.), **Stack 1, KFN5340 .W48**

Forms are interspersed throughout the text. Consult the "Synopsis" at the beginning of each section. Forms relevant to the section are usually located in the section's Appendix. Forms are identified on the top, right-hand corner.

Civil Practice & Procedure

- *Bender's Forms for the Civil Practice* (Annually updated), **Stack 1, KFN5990 .A65 B4**
Consult the Index for access.
- *Bender's Forms of Pleading of the State of New York* (Annually updated),
Stack 1, KFN6010 .A65 B4 Consult the Index for examples of forms offered. .
- Brown, Douglas S., *Callaghan's Bills of Particulars in New York* (1990 Revised Ed., 2006 Supp.), **Stack 1, KFN6021 .B5 G74**

Chapter titles include: *Automobile Accident Cases, Contracts, Defenses, Intentional Torts, Malpractice and Professional Negligence, Matrimonial, Partnerships and Corporations, Probate, and Real Property*. Consult the Index for examples of forms and motions.

- *Carmody Wait: Cyclopedia of New York Practice with Forms* (Lawyers Cooperative Pub. Co.) , **Stack 1, KFN5995 .C3**

Consult the last volume of the General Index for forms.

- New York State Bar Association, *Preparing For and Trying the Civil Lawsuit* (2nd ed. 2004), **Stack 1, KFN6025 .P74**

Forms interspersed throughout text. Use index for access to specific subject.

Collections and Judgment Enforcement

- Borges, Wanda, *Enforcing Judgments and Collecting Debts in New York* (1996, 2007 Supp.), **Stack 1, KFN6065 .E6** Forms located at the end of each chapter.
- Latona, Joseph, *New York Collections* (2nd ed. 2004), **Stack 1, KFN5256 .C65 L3**

Consult Chapter 34 for forms.

- New York State Bar Association, *Collections and Enforcement of Money Judgments* (1986, 2002 Supp.), **Stack 1, KFN5256 .C56 C65** Forms are interspersed throughout the text.

Condominiums and Cooperatives – See also Real Property Law

- Di Lorenzo, Vincent, *New York Condominium and Cooperative Law* (2nd ed. 1995, 2007 Supp.), **Stack 1, KFN5157 .A9 D54** Forms found in appendixes at the end of the volume.

Criminal Practice

- Brownell, Carlton K., *Criminal Procedure in New York* (Revised Ed. 1991, 2006 Supp.), **Stack 1, KFN6155 .P3** Forms are located in volumes 1 and 2.
- Katz, Lewis R., *New York Suppression Manual* (1991, 2005 Supp.), **Stack 1, KFN6166 .K37**

Consult Chapter 31 for checklists and forms. Examples include Search Warrants, Arrest Warrants, Discovery and Suppression Motions.

- Lawyers Cooperative Pub. Co., *Handling a Criminal Case in New York* (2006-2007), **Stack 1, KFN6155 .H36**

This is a comprehensive guide to criminal procedure. A section containing forms is located at the end of each chapter.

- *New York Criminal Practice* (2nd ed. 2005, 2007 Supp.), **Stack 1, KFN6155 .A6 N4** Forms are found in the appendixes.

Discovery

- *New York Examination Before Trial and Other Disclosure Devices, 2d* (1998, 2006 Supp.), **Stack 1, KFN6020 N.49** Index to forms is located at the end of Volume 2.

Decedent's Estates (Wills, Trusts and Estates)

- Harris, Homer Irving, *New York Estate: Probate, Administration and Litigation* (5th ed., 1996, 2007 Supplements.), **Stack 1, KFN5205 .H33** Forms contained on disk.
- Hirschson, Linda B., et al., *Warren's Heaton on Surrogates' Practice* (7th ed. 2006). **Stack 1, KFN5205 .W37** Consult the Forms Index in Vol. 7.
- Keller, Lawrence P., *New York Wills, 2d* (1996, Nov. 2006 Supp.), **Stack 1, KFN5205 .K44**

This resource provides examples of 36 different wills. It includes sample wills with and without trust provisions, tax planning wills, companion and pour-over wills; and wills which make charitable dispositions of property.

- Klipstein, Harold D., *Drafting New York Wills: Laws and Forms, 3d* (Sept. 2006 Supp.) **Stack 1, KFN5201 .K55** Forms integrated throughout the text.
- Rohan, Patrick, revised edition by Mark R. Davies, *New York Civil Practice: EPTL* (1996, 2006 update), **Stack 1, KFN5200 R63** See Appendix B: Official Forms in Vol. 7.

- Schlesinger, Edward S., *New York Probate* (1986, 2006 Supp.), **Stack 1, KFN 5205 .S35**
See Part III: Forms in volumes 1 and 2.

Family Law

- Alderman, Edward L., *New York Practice Guide: Domestic Relations* (2006 Supp.), **Stack 1, KFN5115 .N48** Consult the Synopsis at the beginning of each Chapter for forms.
- Brandes, Joel R., *Law and the Family New York Forms* (1995, 2006 Supp.), **Stack 1, KFN5126 .F678** Consult Summary of Contents for forms.
- DiSilva, Williard, H. *New York Matrimonial Practice* (2005), **Stack 1, KFN5120 .D38**

This resources includes negotiation and agreement forms; contested and uncontested action forms, temporary and modification forms.

- Kerschensteiner, Kristin M., *Callaghan's Family Court Law and Practice in New York* (1981, 2006 Supp.), **Stack 1, KFN5116 .K47**

Forms located at the end of chapters. Consult the Index under "Forms."

- Lanser, David J., *New York Civil Practice: Matrimonial Actions* (2005, 2005 Supp.), **Stack 1, KFN5126 .L281** Consult the Index in Vol. 4 under "Forms".
- Scheinkman, Alan D., *New York Law of Domestic Relations* (1996, 2006 Supp.), **Stack 1, KFN5120 .S3**

Forms located in the appendix in Vol. 12 and on disk. See page 293 for a synopsis of forms.

- Tippins, Timothy M., *New York Matrimonial Law and Practice* (1986, 2007 Supp.), **Stack 1, KFN5126 .T57** Forms are interspersed throughout the text. .

Insurance Law

- Dunham, Wolcott B., *New York Insurance Law* (1991, May 2006 Supp.), **Stack 1, KFN5290 .N49**

Forms are interspersed throughout the text. Consult the Table of Contents for listed forms. .

Justices of the Peace – See also Small Claims

- Morris, James E., *Village, Town, and District Courts in New York* (1995, 2007 Supp.), **Stack 1, KFN5968 .V54**

Forms are found at the end of each Chapter. Consult the Index to Forms.

Landlord and Tenant – See also Property Law

- Finkelstein, Daniel and Lucas A. Ferara, *Landlord and Tenant Practice in New York* (1997, 2006 Supp.), **Stack 1, KFN 5145 .F56**

Forms are interspersed throughout the book. Consult Index under “Forms”.

- Rasch, Joseph, *New York Law of Landlord and Tenant with Summary Proceedings, 4th ed.* (1998, 2006 Supp.), **Stack 1, KFN5145 .R3**

Forms interspersed throughout the text. Consult the Index for specific forms.

- Scherer, Andrew, *Residential Landlord-Tenant Law in New York* (1995, 2006 Supp.), **Stack 1, KFN5145 .S34** Consult Index for forms.

Mortgages – See also Property Law

- Bergman, Bruce J., *Bergman on New York Mortgage Foreclosures* (1990, 2006 Supp.), **Stack 1, KFN5177 .F6 B47** Forms contained on disk. 3.

Negligence

- Dachs, Norman H. and Jonathan H. Dachs, *New York Practice Guide: Negligence* (1998, 2006 Supp.), **Stack 1, KFN5315.A6 .N4**

Products Liability

- Bensel, Francis P., *Personal Injury Practice in New York* (1997, 2007 Supp.), **Stack 1, KFN6028 .P44 B36** Each chapter has a section devoted to forms.
- Weinberger, Michael, *New York Products Liability, 2d* (2006), **Stack 1, KFN5323 .A3 W44**

Sample forms found in the Appendix include Complaints, Bill of Particulars, Interrogatories and Answers, Depositions and Expert Testimony.

Real Property Law

- Morris, Eugene B., *New York Practice Guide: Real Estate* (1986, 2006 Supp.), **Stack 1, KFN5140 .N48** Table of Forms found in Vol. 5.
- Rasch, Joseph, *New York Law and Practice of Real Property* (1991, 2006 Supp.), **Stack 1, KFN5140 .R3** Forms are interspersed throughout the text.

Taxation

- Brown, E. Parker, *Contesting New York State Tax Assessments*, 3rd ed. (2000), **Stack 1, KFN5866 .C66**

Forms are interspersed throughout the text.. For example, Section III: *Litigating a State Tax Case* contains petition samples.

- Klein, Mark S., *Guidebook to New York Taxes* (2005 Issue), **Stack 1, KFN5860 .Z9 G85**
Cites specific forms for filing. Consult the Subject Index or the Table of Contents.

Trial Practice – Jury Instructions

- Goodman, Budd G., *Charges to the Jury and Requests to Charge in a Criminal Case* (Rev. ed. 2006), **Stack 1, KFN6171 .G66** Consult the Index for specific subjects.

Zoning

- Salkin, Patricia E., *New York Zoning Law and Practice* (2000, 2007 Supp.), **Stack 1, KFN5811 .A95** Consult the General Index under “Forms”.

FINDING ADDITIONAL FORMS

Summit, the library online catalog, is the best tool to search for form resources. A “Keyword Anywhere” search can yield very complete results. For example, searching “bankruptcy” and “forms” generates will generate numerous relevant matches, including *Herzog’s Bankruptcy Forms and Practice*.

LexisNexis and Westlaw allow you to download and print practical forms. An authorized password is needed. Consult with the vendor student reps or with customer service for assistance.

Forms are also available through local court web sites. Many provide links for the necessary forms along with descriptions and instructions for correct use. Check with a reference librarian if you have questions about accessing such sites.

Finally, the H. Douglas Barclay Law Library provides topical research guides (pathfinders) that may list form resources in addition to research guidance on a given topic. Look at the pathfinder kiosk on floor three (3) of the Law Library which contains research guides on a variety of topics.