

LANE COUNTY LAW LIBRARY LEGAL RESEARCH GUIDE -- # 3: FINDING FORMS

Lane County Law Library

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Disclaimer: It is against state law for library staff members to engage in any conduct that might constitute the unauthorized practice of law (ORS 9.160, 9.166 and 9.21). They may not interpret statutes, cases or regulations, perform legal research, recommend or assist in the preparation of forms, or advise patrons regarding their legal rights. They may, however, assist patrons in locating materials or links that would aid in individual research.

Listed below are resources available in the Lane County Law Library's collection, as well as on the Internet, for locating business or legal forms for common legal situations. There are numerous books which provide **examples** of forms; however, in any business or legal situation in which a form is needed, the person using that form is responsible for researching all of the issues associated with his/her legal situation and for deciding if that form is appropriate to use.

DISCLAIMER:

Oregon, unlike many other states, has very few standardized or uniform court forms which are used in all circuit (county) courts. Most circuit courts, which are state funded, maintain websites where some of the state-mandated forms can be found, along with local forms. These include forms for family law matters, probating an estate, fee waiver or deferral, expunging criminal charges from your record, and other purposes.

IF YOU ARE SEEKING A FORM FOR FILING A COMPLAINT OR AN ANSWER TO A PARTICULAR COURT ACTION, THERE IS LIKELY NO "MODEL" FORM AVAILABLE. And in all cases where a legal or business form is needed, the user should consult other authoritative sources or an attorney to determine if the form selected is appropriate for his/her particular circumstances.

This guide cannot, provide sources for every possible legal form, particularly any that are used by Oregon circuit courts. It is first recommended that individuals needing a form check with the local circuit court's website, in addition to the Oregon Justice Department's website, which offers a limited number of "model" forms for all courts. Some examples of commonly used forms are available in several publications by the Oregon State Bar and the Oregon Criminal Defense Lawyers Association. These publications can often be found in public law library collections throughout the state. The Oregon Council of County Law Libraries' website address has a directory of local county law libraries: <http://www.occll.org/directory.php>. However, law library staff CANNOT advise you about which form to use or how to fill it out (see disclaimer at the top of this page).

Individuals obtaining copies of forms from the Internet or from commercial sources should always investigate whether that form can actually be used in Oregon, and if it will be accepted by the court clerk. Most courts prefer that forms be completed in a legible manner (i.e. typed, or printed in BLACK ink). Acceptable formats for court forms are often found in the court rules (see below for OJD website address for both state-wide and local court rules).



SUGGESTED RESOURCES:

A. LANE COUNTY LAW LIBRARY CATALOG

<http://opac.libraryworld.com/cgi-bin/opac.pl?command=signin&libraryname=lanecountylawlib>

(TIP: Select "All Words" in the drop down menu, and search the word "forms")

B. BOOKS, PAMPHLETS, BROCHURES

(TIP: You will not find everything on line, so please be prepared to use some of these resources and others to help answer your questions.)

The following titles in the Lane County Law Library contain some information on forms. Some of them also contain *examples* of **forms**. Be aware that not all forms in these publications are acceptable in Oregon courts

- 1. 101 LAW FORMS FOR PERSONAL USE**, by Robin Leonard, Nolo Press, 2005. Located on reserve at the Lane County Law Library: **KF 170 .L46 2005 RES**
This publication contains very general forms on CD-ROM, which must be used in conjunction with the text. Many of these forms contain alternative language, and cover common situations, such financial power of attorney, children's carpool agreement, hiring household help, home repairs agreement, and cancelling contracts or subscriptions. These forms may not all be applicable under Oregon law.
- 2. FAMILY LAWS OF OREGON**, by State of Oregon Legislative Counsel Committee, 2008. Located on reserve at the Lane County Law Library: **KFO 2494.A29 O74 2006 RES**
- 3. JUVENILE LAW**, by Oregon State Bar, 2007 revision. Located on reserve at the Lane County Law Library: **KFO 2996.J88 2007 RES**
- 4. AMERICAN JURISPRUDENCE LEGAL FORMS**, (2d ed.), 2002. sec 9:1-9:57: **KF170.A52 Vol 1A 2002**
**Disclaimer: the forms in this volume are not specific to Oregon
- 5. CURRENT LEGAL FORMS, WITH TAX ANALYSIS**, by Jacob Rabkin. West Publishing, 2004 – **KF 170 .R3 2004 TRE**
This is a multi-volume set of forms used primarily for business or contract purposes. Not all of the forms here are acceptable under Oregon law.
- 6. CRIMINAL LAW FORMBOOK**, ed. By Michael E. Rose, 2004 ed with 2006 update. Located on reserve at the Lane County Law Library: **KFO 2961 A65C75.**

C. OTHER RESOURCES

State & County Resources

- 1. Lane County Website**
Forms: (<http://courts.oregon.gov/Lane/Forms.page?>)
- 2. Oregon Judicial Department Website**
The OJD has a limited number of forms available to print:
(<http://courts.oregon.gov/OJD/forms/index.page?>)
- 3. Legal Aid Services of Oregon (Also has Spanish-language pages)**
Includes step-by-step instructions for filling out the Optional Statewide Family Law Forms prepared by the State of Oregon Judicial Branch. Also gives step-by-step



instructions for processing the forms and performing the other necessary tasks required by the court. (<http://oregonformshelp.org/>)

Other Internet Resources

(Disclaimer: Not all forms are acceptable for use under Oregon Law)

Some keywords to consider when using online catalogs such as library OPACs to find information:

business—forms

contracts—United States—forms

contracts—United States—popular works

estate planning—United States—forms

filing systems

forms (law)—United States—popular works

probate law and practice—United States—forms

records—forms

- 1. IRS forms:** <http://www.irs.gov>
Forms and publications available for downloading through the US Internal Revenue Service
- 2. Federal agency forms:** www.fedforms.gov
Federal agency forms, searchable by agency, keyword or form name. Includes ATF, Department of State (passports & travel visas), FEMA, etc.
- 3. FindLaw:** <http://forms.lp.findlaw.com/>
Court forms are for state courts. Also has a federal forms collection for federal appellate, district, and bankruptcy courts
- 4. State Corporation and Business forms:** www.findlaw.com//11stategov/indexcorp.html
Searchable by state. Only has corporate forms information for Oregon.
- 5. Oregon Department of Revenue:** <http://www.oregon.gov/DOR/forms.shtml>
ODR forms and instructions
- 6. Federation of Tax Administrators:** <http://www.taxadmin.org/fta/link/FORMS.html>
Link to all state tax forms websites
- 7. Washburn University Law Library:** <http://www.washlaw.edu/legalforms/index.html>
Links to sources (official and commercial) of forms for states. Not all of the sources listed here provide free forms; some charge, so users should verify the quality of the vendor's products (and site security) before purchasing online.
- 8. Willamette University College of Law, Long Library:**
www.willamette.edu/wucl/longlib/oregon_forms.html
Recommended sources for legal forms. Includes a list of Oregon State Bar publications which provide examples of forms. Most larger law libraries will have one or more of these publications, which can also be purchased from the OSB, at their website:
<http://www.osbar.org/store/pub/pubcat.asp?bhcp=1>

