

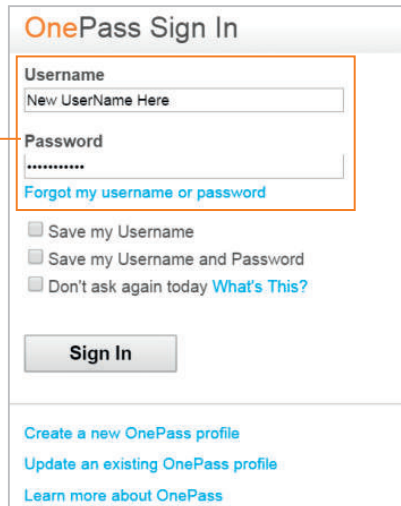
WESTLAW[®] DOC & FORM BUILDER

ACCESS FROM FIRM CENTRAL[®]

QUICK START GUIDE

STEP 1

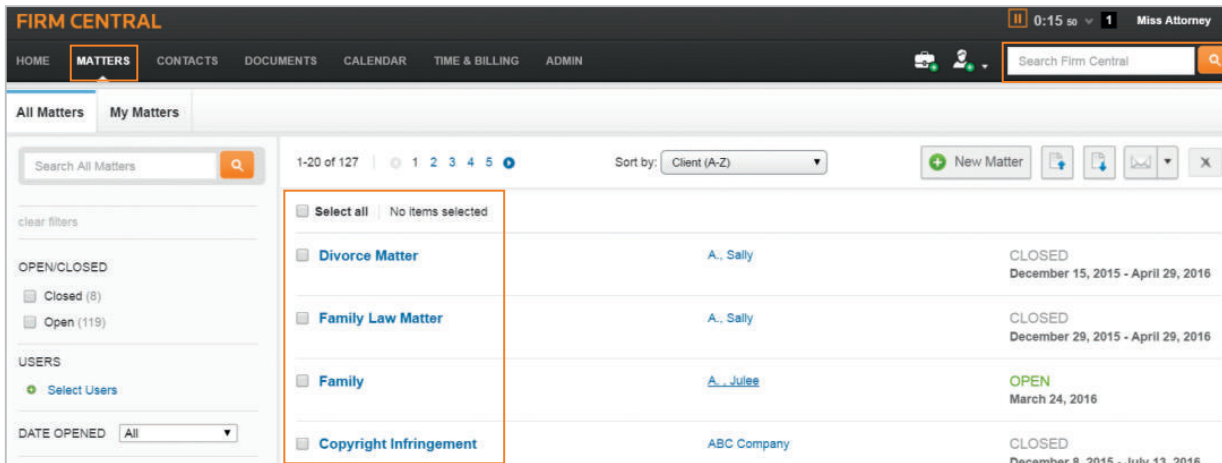
Go to firmcentral.westlaw.com and sign in with your usual OnePass.



The image shows a OnePass Sign In form. It has a title "OnePass Sign In" at the top. Below the title are two input fields: "Username" with the placeholder text "New UserName Here" and "Password" with a masked password ".....". Below the password field is a link "Forgot my username or password". There are three checkboxes: "Save my Username", "Save my Username and Password", and "Don't ask again today" followed by a link "What's This?". At the bottom of the form is a "Sign In" button. Below the form are three links: "Create a new OnePass profile", "Update an existing OnePass profile", and "Learn more about OnePass".

STEP 2

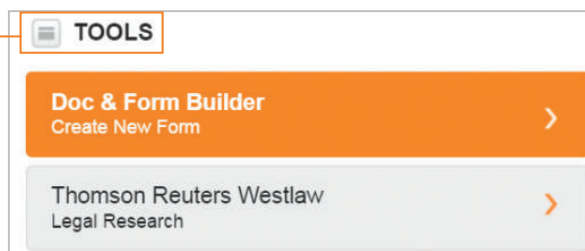
Click on **Matters** to see all your Client Matters. Select the **Client** that needs the form. If you don't see your client, you can also search all matters in the search box.



The image is a screenshot of the Firm Central web application. The top navigation bar includes "HOME", "MATTERS" (highlighted), "CONTACTS", "DOCUMENTS", "CALENDAR", "TIME & BILLING", and "ADMIN". There is a search box for "Search Firm Central" and a user profile for "Miss Attorney". Below the navigation bar, there are tabs for "All Matters" and "My Matters". A search box for "Search All Matters" is on the left. The main content area shows a list of matters with columns for "Select all", "Matter Name", "Client", and "Status". The matters listed are: "Divorce Matter" (Client: A., Sally; Status: CLOSED), "Family Law Matter" (Client: A., Sally; Status: CLOSED), "Family" (Client: A., Julie; Status: OPEN), and "Copyright Infringement" (Client: ABC Company; Status: CLOSED). A "TOOLS" section is highlighted on the right side of the page.

STEP 3

Under the Tools section on the right-hand lower side, click on **Doc & Form Builder** Create New Form.



The image shows a "TOOLS" section with two buttons. The top button is orange and says "Doc & Form Builder" with "Create New Form" below it and a right-pointing arrow. The bottom button is grey and says "Thomson Reuters Westlaw" with "Legal Research" below it and a right-pointing arrow.

STEP 5

You will be transferred to Westlaw Doc & Form Builder. Enter the Client Matter associated with your client.

STEP 6

Select your Jurisdiction or Topics to search for the correct form for your client.

STEP 7

If you have additional questions, Quick Start Videos are available in the lower left corner.

STEP 8

When you are in the form, select **Build** to begin drafting the document.

STEP 9

Select the client matter you are creating for or input a new client.

STEP 10

Answer the prompted questions to the best of your ability.

The screenshot shows a web-based form builder interface. At the top, there are two buttons: 'Exit' (with a back arrow) and 'Default Answers'. Below these is a question: 'SELECT the STATE where the DISTRICT COURT is located:'. A dropdown menu is open, showing 'California' as the selected option. Below the dropdown are two buttons: 'Previous' (disabled) and 'Next' (active). At the bottom of the form area is a 'Progress:' indicator with a blue progress bar. To the right of the form, there is a preview of the document text, which includes the words 'herein', 'matte', and 'States'.

STEP 11

Once you have completed the document, you can download the completely assembled form.

The screenshot shows the 'Assembly Complete' screen. At the top, it says 'Assembly Complete' with a close button. Below that, it says 'You have finished assembling your form(s)'. There is a section titled 'Download Form(s)' with a download icon and the text 'Save the form(s) to your computer.' A blue 'Download' button is highlighted with a red box. At the bottom, there are three buttons: 'Go to Client', 'Go to Start Page', and 'Done'.

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