

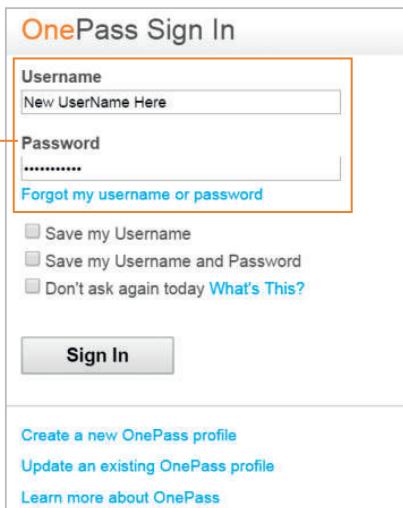
WESTLAW® DOC & FORM BUILDER

ACCESS FROM FIRM CENTRAL®

QUICK START GUIDE

STEP 1

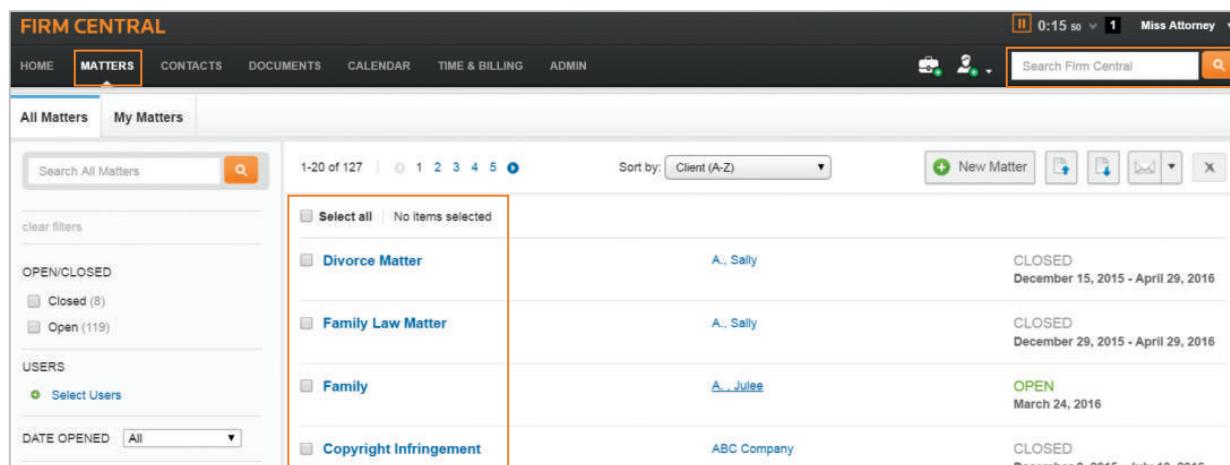
Go to firmcentral.westlaw.com and sign in with your usual OnePass.



The image shows the OnePass Sign In interface. It features a 'Username' field containing 'New UserName Here', a 'Password' field with a redacted password, and a 'Forgot my username or password?' link. Below these are three checkboxes: 'Save my Username', 'Save my Username and Password', and 'Don't ask again today [What's This?](#)'. A 'Sign In' button is at the bottom. At the bottom of the page, there are links for '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 shows the Firm Central interface with the 'MATTERS' tab selected. The main area displays a list of client matters. On the left, there are filters for 'OPEN/CLOSED' (Closed: 8, Open: 119), 'USERS' (Select Users), and 'DATE OPENED' (All). The list shows 1-20 of 127 matters, sorted by Client (A-Z). Each matter entry includes the client name, status (CLOSED or OPEN), and the date range. A search bar 'Search Firm Central' is at the top right. A red box highlights the 'Select all' checkbox and the 'Copyright Infringement' matter entry.

STEP 3

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



The image shows the 'TOOLS' section. It features a large orange button for 'Doc & Form Builder' with the sub-link 'Create New Form'. Below it is a grey button for 'Thomson Reuters Westlaw Legal Research'. A red box highlights the 'Doc & Form Builder' button.

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

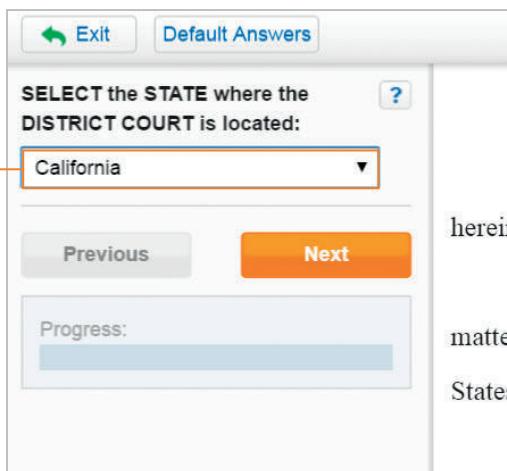
When you are in the form, select **Build** to begin drafting the document.

**STEP 9**

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

STEP 10

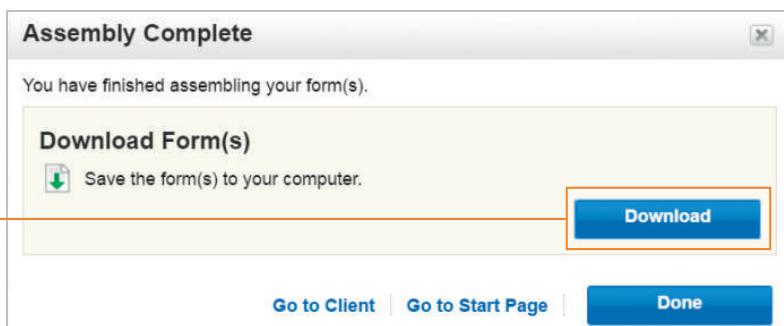
Answer the prompted questions to the best of your ability.



The screenshot shows a dropdown menu with 'California' selected. The menu includes an 'Exit' button, a 'Default Answers' button, and a question mark icon. Below the menu, there are 'Previous' and 'Next' buttons. A progress bar is visible, and the text 'herein' and 'matter' are partially visible on the right.

STEP 11

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



The dialog box is titled 'Assembly Complete' and states 'You have finished assembling your form(s.)'. It has a 'Download Form(s)' section with a 'Save the form(s) to your computer.' link and a 'Download' button. At the bottom, there are 'Go to Client', 'Go to Start Page', and 'Done' buttons.

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