

Completing Westlaw eforms

Westlaw makes it easier than ever to retrieve and use forms online. The new capabilities of Westlaw eforms allow you to retrieve, complete, save, and share forms—and there's no need to purchase additional software.

Each form is an Adobe® Reader® PDF document with features that allow you to highlight text, add comments, incorporate digital signatures, and attach documents. Unlike PDF forms available through other providers, you can also save the form to complete later or e-mail the form to colleagues.

Adobe Reader is required. The instructions in this guide are written for Adobe Reader 7.0. To download the most recent version of Adobe Reader, visit <http://www.adobe.com/products/acrobat/readstep2.html>.

Accessing Forms

Westlaw eforms are available for local, state, and federal courts, as well as government agencies. Forms for state courts and agencies from an individual state are contained in the database XX-FRMS.* Forms for federal courts from an individual state are contained in the database XXFD-FRMS.* Combined state and federal forms for an individual state are contained in the database XX-FRMS-ALL.* All state forms are contained in the database STATEFRMS. All federal forms are contained in the database FEDFRMS. To search all eforms available on Westlaw, use the database ALLFRMS.

Forms are organized by topic in the following databases: the database IMMOF contains official immigration forms; bankruptcy forms are contained in the database FBKR-FORMS; federal securities forms are contained in the database FSEC-FORMS; official forms from the U.S. Patent and Trademark Office are contained in the database PATFORMS; forms associated with Article 9 of the Uniform Commercial Code are contained in the database UCC-ART9FM.

To view a list of Westlaw eforms databases for a selected state or topic, click **Directory** at the top of any page at westlaw.com. At the Directory page, type a short description, such as **connecticut eforms**, in the text box as shown below. Then click **Search**.

To access a database, type its identifier, e.g., **ct-frms**, in the *Search these databases* text box and click **Go**. Alternatively, retrieve a list of relevant databases using the Directory's Search function.

The screenshot shows the Westlaw Directory search interface. At the top, it says "Westlaw Directory" and "Directory Location: All Databases > Search: connecticut eforms". Below this is a search box containing "connecticut eforms" and a "Search" button. Underneath the search box is a section titled "Directory Search Results" with the instruction "Select up to 10 databases to search and click OK." Below this are several search results, each with a checkbox and an information icon (i):

- Westlaw eforms: Connecticut State Courts and Agencies (CT-FRMS) (i)
- Westlaw eforms: Connecticut State and Federal Courts and Agencies (CT-FRMS-ALL) (i)
- Westlaw eforms: Connecticut Federal Courts (CTFD-FRMS) (i)
- Hartford & New Haven UPN 59 WCTX-CT (UPN59WCTX-CT) (i)
- Marriage Records - Connecticut (MARRIAGE-CT) (i)
- Divorce Records - Connecticut (DIVORCE-CT) (i)
- Connecticut Bar Journal (CTBJ) (i)
- Connecticut Jury Verdicts (JASCT-JV) (i)

Accessing Westlaw eforms through the Westlaw Directory

Westlaw is available on the Web at www.westlaw.com.

For technical assistance, call West Customer Technical Support at **1-800-WESTLAW** (1-800-937-8529).

For search assistance, call the West Reference Attorneys at **1-800-REF-ATTY** (1-800-733-2889).

If you are a law student, call **1-800-850-WEST** (1-800-850-9378) for assistance.

* XX represents a state's two-letter postal abbreviation.

Retrieving Forms

To retrieve Westlaw eforms, follow these steps:

1. At the Westlaw eforms database Search page, type a search in the *Search* text box. To retrieve a phrase, place quotation marks (“ ”) around the phrase, e.g., “workers compensation.” Documents whose titles contain all the words and phrases entered are retrieved.
2. To refine your search, select a specific court or agency from the *Court or Agency* menu.
3. Click **Search**.

To view a form, click its hypertext link in the result list. Then click the **PDF** icon in the document to download the form.

Database: Westlaw eforms: Connecticut State Courts and Agencies (i) Change Database(s) | Notices | Tips

Standard Search | Template Search

Search Clear

Describe a Form

Search: "workers compensation" partnership
Example: "Motion" or "JD-CV-21"

Limit by Court or Agency (optional)

Court or Agency: All Courts and Agencies
Supreme Court
Appellate Court
Superior Court
Probate Court

Search Clear

An eforms template search will retrieve documents whose titles contain all of the words and phrases entered.

To make multiple selections, hold down the CTRL key and click on your selections.

Edit Search | Locate in Result

Result: 1 Document Add Search to WestClip

SELECT TO PRINT, EMAIL, ETC.

Workers' Compensation Commission Coverage Election by Employees who are Members of a Partnership [6B-1] Date: January 15, 2004

...State of Connecticut **Workers' Compensation** Commission Official Form Coverage Election by Employees who are Members of a **Partnership** [6B-1] ...

Clear all

To access a form, click its hypertext link in the result list.

Previous Section 2004 WL 3609578 (ST FORMS) Next Section

2004 WL 3609578 (ST FORMS)

State of Connecticut
Workers' Compensation Commission
Official Form

Coverage Election by Employees who are Members of a **Partnership** [6B-1]

To view and edit the form, click its PDF icon below.
Adobe Acrobat(R) Reader (TM) is required.

Image 1 in PDF format. Not available for Offline Print.

Reference: [Section 31-321 C.G.S.](#)

State: State of Connecticut

Date: January 15, 2004

Click the PDF icon to display and edit the form.

Many forms contain links to underlying statutory authority.

Completing Forms

Each form contains fields that you can complete. Fields are indicated by blue shading to help ensure all necessary information is entered.

State of Connecticut
Workers' Compensation Commission
Please TYPE or PRINT IN INK

Rev. 1-15-2004
6B-1

Date filed in District

Coverage Election by Employees who are Members of a Partnership

Pursuant to Section 31-321 C.G.S., this notice must be served upon the Compensation Commissioner in person or by registered or certified mail.

If there are more than four partners, attach additional sheets for names, signatures, and social security numbers.

(For WCC use only)

Coverage Election

To the Compensation Commissioner for the _____ Compensation District of Connecticut at _____
(select number) (city of compensation office)

and to _____
(name of partnership)

Click the field and enter information by typing.

Saving Forms

To save a form, select **Save as** from the *File* menu at the top of the window. The form will be saved with the information you have entered and any changes you have made.

Sharing Forms

Advanced functions on Westlaw eforms allow you to share information and collaborate with clients and colleagues. You can

- underline, highlight, or cross out text.
- make comments.
- include digital signatures.
- add stamps.
- attach documents.

To add comments and use other advanced tools, click **Comment and Markup** on the toolbar at the top of the document if it is not already selected. Then select a tool from the *Commenting* toolbar that is displayed.

File Edit View Document Tools Window Help

Save Print Copy Paste Undo Redo 150% Comment & Markup Sign Forms Picture Tasks

We, _____, _____,
(name of partner 1) (name of partner 2)
_____, _____, employees at
(name of partner 3) (name of partner 4)

Commenting
Note Tool Text Edits Stamp Tool Show

hereby elect to:

BE EXCLUDED FROM COVERAGE under the Workers' Compensation Act pursuant to Section 31-275(10) of the Connecticut General Statute

Commenting toolbar

Editing Text

The Text tool on the *Commenting* toolbar allows you to highlight, underline, or cross out text. On the *Commenting* toolbar, choose **Text Edits > Indicate Text Edits**, and then do any of the following:

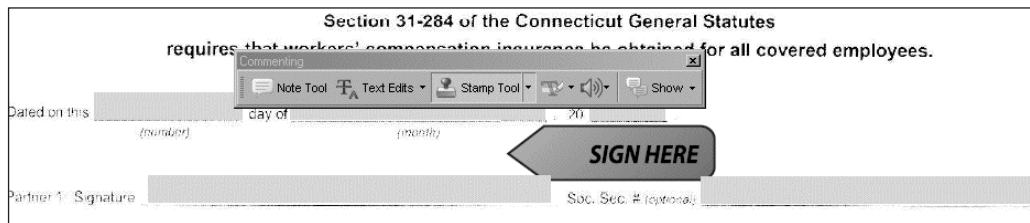
- Select text then choose **Highlight Selected Text** or **Underline Selected Text** from the *Text Edits* menu.
- Select text then press **Backspace** or **Delete**. The text is marked in cross-out type to indicate it should be deleted.
- Click between words where you want to add text and begin typing. An insertion carat appears and the text is added to a pop-up window.

The Note Tool

To add a note to a document, click **Note Tool** on the *Commenting* toolbar. Then click the document to insert a note.

The Stamp Tool

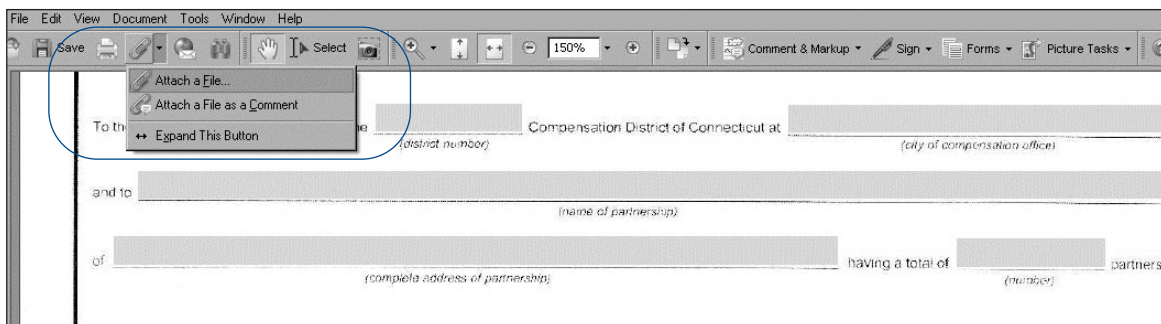
You can add stamps such as *Approved*, *Confidential*, *Initial*, or *Sign* using the Stamp Tool on the *Commenting* toolbar. Select a stamp from the one of the stamp menus, then click in the document to insert the stamp.



Stamp tool

Attaching Documents

You can attach files by clicking the **Attach a File** icon at the top of the window. Select **Attach a File** and then choose a file from the *Add Attachment* dialog box that is displayed.



Attaching a file to an eform

E-mailing Forms

You can e-mail a Westlaw eform after saving it for quick, convenient delivery to colleagues and clients.