

## Thomson Gale LegalForms

**Thomson Gale LegalForms** provides broad access to professionally-created legal forms and continually updated documents. Powered by the U.S. Legal Forms electronic database, the system makes downloadable, printable forms customized to comply with the laws of each state available to library patrons. The forms address subjects such as bankruptcy, divorce, power of attorney, real estate, employment, taxation and landlord/tenant law.

Go to: RCPL (<http://www.myrcl.com> )  
Click: **Research and Learning**  
Click: **Research Tools**  
Click: **Law (or View All Databases Alphabetically)**  
Scroll to: **Thomson Gale LegalForms**  
Click: **Inside the Library OR Home Access**

★ To begin a new search after each question below, close form by clicking on X in upper right.

Computer commands, field names and mouse actions are in *Italics*.  
Text that must be typed is within single quote marks ( ' ' ).

**1. I want to file for divorce but don't know how to begin.**

- ☐ From the *Most Popular* box click the word *Divorce*.
- ☐ Forms will be listed by title and category dealing with multiple aspects of divorce such as separation agreements, child custody, child support, property settlements, etc.
- ☐ Click an applicable link to display the document's lead page.
- ☐ Select a *Download* option (MS Word or Rich Text) to display a form which can be completed online.

**2. I need to sue for breach of contract.**

- ☐ Under the *Search* box are two options, *Categories* and *Titles*. Set the radio button at *Titles*.
- ☐ Type 'breach of contract' (or 'breach contract') in the *Search* box.
- ☐ Click *Search*. From the retrieved matches, click a desired item to display document's lead page.
- ☐ Select a *Download* option (MS Word or Rich Text) to display the form.

**3. I'm thinking of renting out some property, both residential and commercial, and want to see what kinds of documents I might need.**

- ☐ Leave the *Search* option at *Categories*.
  - ☐ Type 'landlord and tenant' (or 'landlord tenant') in the *Search* box and click *Search*.
  - ☐ Click a desired link to display the document's lead page.
  - ☐ Select a *Download* option (MS Word or Rich Text) to display the form.
- Important Note:** If this search is conducted using the *Titles* option, fewer than half as many documents will be retrieved. Searching by *Categories* rather than by *Titles* is more efficient in this case because not every document title contains both the words 'landlord' and 'tenant' even though the document itself may be relevant.

**4. I need a quitclaim deed.**

- ☐ Select *Categories* or *Titles* as the *Search* option.
- ☐ Type 'quitclaim' or 'quit claim' in the *Search* box and click *Search*.
- ☐ The same number of items (all with *quitclaim* in the document title) will be retrieved for either option (*Categories* or *Titles*). They will apply to uses in many different areas: by individuals, corporations, etc.
- ☐ Click an applicable link to display the document's lead page.
- ☐ Select a *Download* option (MS Word or Rich Text).

**5. I want to be an organ donor, but when I searched by that phrase there were no matches in either *Titles* or *Categories*. When I typed 'organ' by itself, all the matches were about *organizations*.**

- ☐ Type 'anatomical donation' in the *Search* box.
- ☐ Select *Titles* as the *Search* option and click *Search*.
- ☐ Two items will be retrieved: *Uniform Anatomical Gift Act Donation* and *Revocation of Anatomical Gift Donation*.
- ☐ Click the applicable link to display document's lead page.
- ☐ Select a *Download* option (MS Word, Rich Text, or Word Perfect).

**6. I want to contest a will.**

- ☐ At the home page, set the radio button at *Titles*.
- ☐ Type 'contest will' in the *Search* box and click *Search*.
- ☐ From the returned matches, click the title to display document's lead page.
- ☐ Select a *Download* option (MS Word or Rich Text).

**7. I'm interested in a health care power of attorney.**

- ☐ Type 'health care (or healthcare) power of attorney' in the *Search* box.
- ☐ Leave the *Search* box option set at *Categories* and click *Search*.
- ☐ Click an applicable link to display document's lead page.
- ☐ Select a *Download* option (MS Word or Rich Text).

**8. I plan to sue someone. How can I notify this individual?**

- ☐ Change the *Search* setting to *Titles*, type 'intent sue' in the *Search* box, and click *Search*.
- ☐ Relevant documents titled *Letter of Intent to Sue* will be retrieved.
- ☐ Note: searching by the word 'sue' alone will retrieve these same two items. Unfortunately, it also will retrieve a great many others because they contain the consecutive letters *s-u-e* somewhere in the document title, most notably in the word *issue*.

**9. How can I locate attorneys in my state who specialize in inheritance matters?**

- ☐ Click *Attorney Directory* on the left side of the screen.
- ☐ From the list of states which appears, click *South Carolina*.
- ☐ From the list of *Practice Areas* which appears, click *Wills and Estates*.
- ☐ Note: an alphabetical listing of firms and individuals will appear with the location (city) on the first line of the entry. ***Sometimes the alphabetization is by an individual's first name rather than surname.***

**10. What is the legal definition of “Act of God”?**

- ☐ Click *Legal Definitions* on the left of the screen.
- ☐ Type 'act of god' in the *Search* box.
- ☐ Click *Search* and then *Act of God* to display the full entry.