



Osprey Approach: Find Lexis Smart Forms in Osprey Approach

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The latest version is always online at
<https://support.ospreyapproach.com/?p=1593>

[Click here for a printer-friendly version](#)



Osprey Approach offers integration with Lexis Nexis, allowing you to run their library of legal forms through Osprey. To use these, a Supervisor level user will need to add the relevant forms into Osprey.

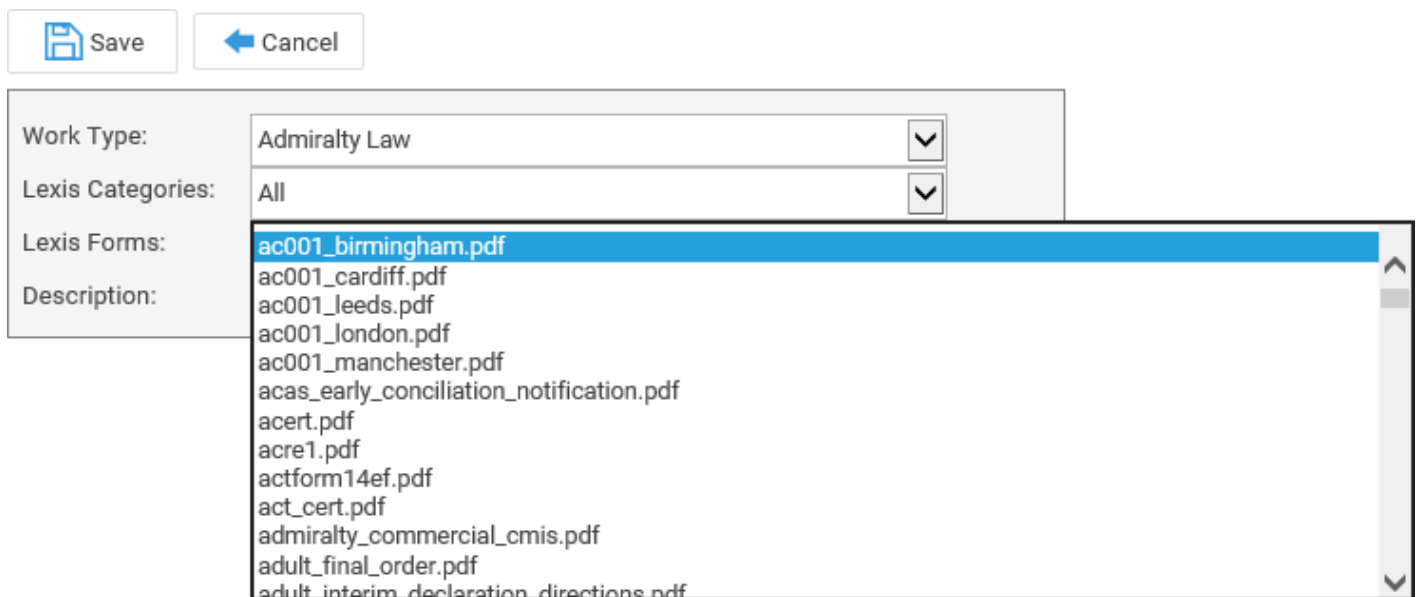
Please note that you must have an account with Lexis Nexis and will require Adobe Reader to be set as your default PDF viewer to view the forms.

Please note that the appearance of the entries in the Lexis Forms list are governed by Lexis Nexis and NOT Osprey Approach. As an example, Law Society forms will always be prefixed by the letters LS and Land Registry forms will always be prefixed by the letters LR. The following guide will assist

The following guide will show you how to search the PDF document available [HERE](#) to locate the forms easily.

Select the 'Supervisor' tab. Then select 'Case Management Setup' followed by 'Standard Documents' and click 'Lexis Forms Config' as shown below.

The Lexis Forms drop-down list contains all forms available from Lexis Nexis. The form IDs are present, however many of them are prefaced with initials which denote the originator of the forms (Land Registry, Law Society, etc).



Save Cancel

Work Type: Admiralty Law

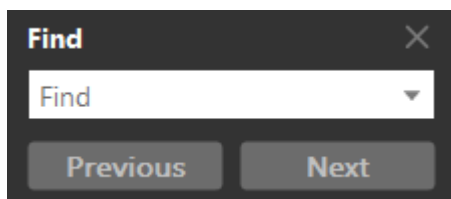
Lexis Categories: All

Lexis Forms:

Description:

- ac001_birmingham.pdf
- ac001_cardiff.pdf
- ac001_leeds.pdf
- ac001_london.pdf
- ac001_manchester.pdf
- acas_early_conciliation_notification.pdf
- acert.pdf
- acre1.pdf
- actform14ef.pdf
- act_cert.pdf
- admiralty_commercial_cmis.pdf
- adult_final_order.pdf
- adult_interim_declaration_directions.pdf

To open the Find panel, whilst this document is open in front of you, hold down the CTRL key on your keyboard and press F to bring up the Find window.

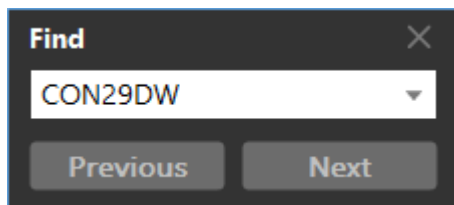


Find

Find

Previous Next

Enter the ID of the form you wish to search for. In this example, we will search for the Law Society form CON29DW – Drainage & Water Searches.

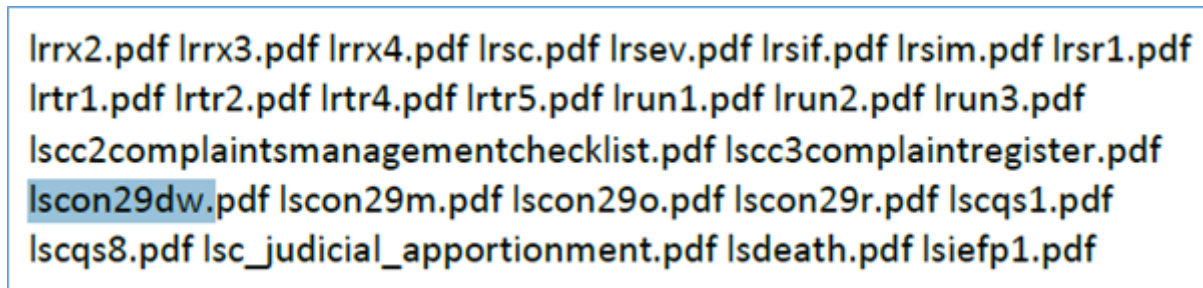
A 'Find' dialog box with a search input field containing 'CON29DW', a close button (X), and 'Previous' and 'Next' buttons.

Find

CON29DW

Previous Next

Now click the Return key on your keyboard or the Next button. The Find function will now search the available text for any matches. Once found, they will be highlighted as below.

A list of PDF files. The file 'lscon29dw.pdf' is highlighted with a blue background.

lrrx2.pdf lrrx3.pdf lrrx4.pdf lrsc.pdf lrsev.pdf lrsif.pdf lrsim.pdf lrsr1.pdf
lrtr1.pdf lrtr2.pdf lrtr4.pdf lrtr5.pdf lrtr5.pdf lrtr5.pdf lrtr5.pdf lrtr5.pdf
lscc2complaintsmanagementchecklist.pdf lscc3complaintregister.pdf
lscon29dw.pdf lscon29m.pdf lscon29o.pdf lscon29r.pdf lscqs1.pdf
lscqs8.pdf lsc_judicial_apportionment.pdf lsdeath.pdf lsiefp1.pdf

From this, we can see that the CON29 DW form is available and is prefixed with LS, so we now know where we can find our form in the list.

A form selection interface with 'Save' and 'Cancel' buttons at the top. Below are dropdowns for 'Work Type' (Admiralty Law) and 'Lexis Categories' (All). A list of 'Lexis Forms' is shown, with 'lscon29dw.pdf' selected. A 'Description' field is also present.

Save Cancel

Work Type: Admiralty Law

Lexis Categories: All

Lexis Forms: lscon29dw.pdf
lscon29m.pdf
lscon29o.pdf
lscon29r.pdf
lscqs1.pdf
lscqs2.pdf
lscqs3.pdf
lscqs4.pdf
lscqs5.pdf
lscqs6.pdf
lscqs7.pdf
lscqs8.pdf
lsc_judicial_apportionment.pdf

Description:

The full list of forms is present on the downloadable PDF available to download by clicking [HERE](#). Using the Find function as described previously will assist you in locating the relevant Lexis form.