Always include your library’s web page with information on how to access <insert product name> or the <insert product name> access page itself. Shorten links with bit.ly, if needed.

**Seven Kinds of Easily Accessible Legal Forms**

Everyone needs legal assistance at one time or another. Rest assured **<NAME OF LIBRARY>** has *Gale LegalForms* resource at the ready.

**State-Specific**
*Gale LegalForms* is relevant to our **<STATE NAME>** laws. There are categories like divorce, bankruptcy, power of attorney, and incorporation (among others). You simply choose a category and then choose from a list of available forms. Each form gives a full description to help anyone choose what they need. With one click, the form opens with spaces to click and fill in your own information like your name, city, and even case number. Forms are available in a variety of formats, including Microsoft Word, Rich Text, PDF, and sometimes even Word Perfect. The forms included in the database are official forms that law firms use, so you never have to wonder if they will be accepted by the court system.

**Highly Searchable**
Forms can be keyword searched by category or title too. This makes finding a form by keyword very easy. For example, if you need information about “quit claim deeds” and you didn’t know that was a real estate term, you could just search “quit claim.” The search results include every available form related to those keywords.

**Sample Letters**
One of the categories provided is “Sample Letters.” There are letters to use for requesting a credit report of a minor, to remove your name from a mail marketing list, employment letters for suspensions, warnings, and disciplinary action, and a sample letter to request an extension on a lease from tenant to landlord. These are just a few of the handy sample letters available.

**Tax Forms**
There are also links to tax forms available in *Gale LegalForms*. When you choose a state, the database links you to that state’s treasury department web site. It is a quick, easy way to find the list of available tax forms for your state without having to navigate the whole of the state web site.

**Attorney Directory**
An Attorney Directory is also built into *Gale LegalForms*. You can find an attorney practicing in a particular field of law very quickly by browsing the practice area categories. There is a description of the firm under most entries that includes information like when the firm was established, what the firm specializes in, who to ask for, or how many attorneys are practicing there. Once you find a promising entry, you can click on “Start” next to the name and fill out a client intake form that goes directly to the attorney’s office.

**Additional Resources**
There are external links from *Gale* *LegalForms* too.  Here you can find links to places to get vital records,

the IRS, or the court system. Again, having these direct links help you find specific agencies of the law quickly and easily. You may not always know what different agencies are called, or what they do, so having direct links brings you one step closer to the right information.

**Easy to Use Interface**The left side menu remains consistent throughout your use of *Gale LegalForms.* It includes the search box, but also a link to “Definitions.” Within definitions is another search box to search for a specific legal term, or choose from A to Z to browse a list of terms under each letter of the alphabet.

Similar in style to the definitions is a “Law Digest” in that left side menu. This is more of a legal encyclopedia, as it goes into more detail about legal terms than just a definition. For example, the entry on “Environmental Protection Agency” includes articles about the agency’s various activities and even a bibliography with links for further reading.

The third item in the left side menu is a “Legal Q & A” button. Here you can choose a category of the law (like “automobiles – insurance” or “civil actions – liens”) and read questions and answers on that subject.

As you can see, *Gale LegalForms* contains a wealth of information on virtually any legal topic. You can easily find the right form and open, edit, and save it immediately for personal use. Legal situations can be emotional and overwhelming, so having trustworthy and convenient links to legal information puts everyone at ease. With remote access to *LegalForms*, you can be assured that your privacy is respected.

Access *Gale LegalForms* from our library’s website **<LINK TO ACCESS; maybe login instructions if they apply>.** Should you have any questions, please contact <**CONTACT INFORMATION>.**