

# **Business Transactions Handout: Contract Drafting Resources**

## **Drafting Guides**

### Legal Writing Guides

Butt, Peter. *Modern Legal Drafting: A Guide to Using Clearer Language* (Cambridge University Press, 2006)

Haggard, Thomas. *Legal Drafting in a Nutshell* (Thomson/West 2007)

Haggard, Thomas. *Legal Drafting: Process, Techniques and Exercises* (Thomson/West 2003)

### Drafting Contracts Generally

Adams, Kenneth. *A Manual of Style for Contract Drafting* (ABA, 2004)

Burnham, Scott. *Drafting and Analyzing Contracts: A Guide to Practical Application of the Principles of Contract Law* (LexisNexis 2003)

Feldman & Nimmer. *Drafting Effective Contracts: A Practitioner's Guide* (Aspen Law & Business).

Fox, Charles. *Working with Contracts: What Law School Doesn't Teach You* (PLI Press, 2002)

Kuney, George. *The Elements of Contract Drafting: With Questions and Clauses for Consideration* (Thomson/West, 2006)

Moskin, Morton. *Commercial Contracts: Strategies for Drafting and Negotiating* (Aspen Law & Business)

Stark, Tina, ed. *Negotiating and Drafting Contract Boilerplate* (ALM Pub., 2003).

Stark, Tina. *Drafting Contracts: How and Why Lawyers Do What They Do* (Aspen Publishers, 2007)

### **General Secondary Sources**

If you need a review of legal concepts or if you are working in an unfamiliar area and need to learn basic principles and terminology for your drafting project, the following are a few comprehensive secondary sources:

*American Jurisprudence, 2d* (Thomson/West) Westlaw: AMJUR; Lexis: 2NDARY; AMJUR

*American Law Reports* (Thomson/West), Westlaw: ALR; Lexis: 2NDARY; LEDALR

Witkin, B.E. *Summary of California Law* (Thomson/West); Westlaw: WITSUM

## **General Formbooks**

*American Jurisprudence Legal Forms* (Thomson/West).  
Westlaw: AMJUR-LF

Fern, Martin. *Warren's Forms of Agreements* (Matthew Bender). Lexis: MATBEN; WARRNF

*Nichols Cyclopedic of Legal Forms* (Thomson/West).  
Westlaw: NICHOLS-LF

Rabkin & Johnson, *Current Legal Forms, with Tax Analysis* (Matthew Bender). Lexis: MATBEN; CLFTA

Williston, Samuel. *A Treatise on the Law of Contracts: Forms* (Thomson/West). Westlaw: WILLSTN-FM

## **Subject-Specific Treatises with Forms**

Battersby, Gregory. *Drafting Internet Agreements* (Aspen Law & Business).

*Construction Law* (Matthew Bender). Lexis: MATBEN; CNSTR.L

Daigneault, Edward. *Drafting International Agreements in Legal English* (Manz).

*Entertainment Industry Contracts: Negotiating and Drafting Guide* (Matthew Bender). Lexis: 2NDARY, ENTIND

Fox, William. *International Commercial Agreements: A Primer on Drafting, Negotiating, and Resolving Disputes* (Kluwer).

Leader, Laurie E. *Drafting Employment Termination Agreements* (Matthew Bender).

Lennon, Michael. *Drafting Technology Patent License Agreements* (Aspen Publishers).

*Lindey on Entertainment, Publishing and the Arts: Agreements and the Law* (Thomson/West). Westlaw: LINDEY

Roditti, Esther. *Computer Contracts: Negotiating Drafting* (Matthew Bender). Lexis: 2NDARY; CMPCON

Siviglia, Peter. *Commercial Agreements: A Lawyer's Guide to Drafting and Negotiating* (West Group). Westlaw: COMAGREE

### **State-Specific Sources for California**

Acret, James et al. *California Construction Contracts, Defects, and Litigation* (CEB). Lexis: CEB; CEBCCD

Ballantine, Henry Winthrop. *California Corporation Laws* (Matthew Bender). Lexis: 2NDARY; CACOLW

*Business Buy-Sell Agreements*. (CEB). Lexis: CEB; CEBBSA

*California Legal Forms: Transaction Guide* (Matthew Bender). Lexis: MATBEN; CALFTG

*California Marital Settlement and Other Family Law Agreements* (CEB).

*California Real Estate Law and Practice* (Matthew Bender). Lexis: MATBEN; CARELP

*California Transactions: Forms, Business Entities* (Thomson/West). Westlaw: CTF-BE

*California Transactions: Forms, Business Transactions* (Thomson/West). Westlaw: CTF-BT

*California Transactions: Forms, Estate Planning* (Thomson/West). Westlaw: CTF-EP

*California Transactions: Forms, Family Law* (Thomson/West). Westlaw: CTF-FAM

*Drafting Business Contracts: Principles, Techniques and Forms* (CEB). Lexis: CEB; CEBDBC

Kuney, George. *California Law of Contracts* (CEB)

Marsh, Harold. *Marsh's California Corporation Law* (Aspen Law & Business).

*Sales and Mergers of California Businesses* (CEB). Lexis: CEB; CEBDAS.

## **Other Electronic Resources**

Lexis Clause Library

*Covers thousands of up-to-date clauses in Corporate; Environmental; Estates, Gifts & Trusts; Family; Labor; and Real Property law. (Type "clause" and one of the subjects listed above under "find a source.")*

OnLaw: *CEB's online versions of its great print resources, with forms downloadable in Word or Wordperfect.*

Westlaw Business Transactions Solutions (BTS)

*Provides guidance for structuring and drafting documents relating to a complete range of business activities. Includes forms, clauses, commentary and drafting checklists.*

Taken from handout prepared in 2008 by Susan Llano, UC Davis Law Library Reference Librarian. Many thanks to Susan for use of her work.