



STUDENT HANDBOOK

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Live Life to Its Fullest

If you treasure the beauty
that shows all around you
and try to add some of your own,

Enjoy the companionship
others can give you,
yet value your moments alone...

If you honor opinions
that differ from yours,
yet stand up for what you believe,

Admire those accomplishments
others have made,
And take pride in what you can achieve,

If you love those around you
and love yourself, too,
if your spirit is eager and free

Then you know what it means
to live life to its fullest
and be the best "YOU"
you can be.

By Amanda Bradley

Is Law School for You?

Goals

*No one can predict to what heights you can soar.
Even you will not know until you spread your wings.*

Is Law School for You?

For Thurgood Marshall, great-grandson of a slave and son of a railroad porter, law school was the place where, “for the first time, I found out my rights.” Marshall devoted his career as a lawyer to fighting prejudices in our society. Successfully arguing for the end of a “Separate but Equal” educational system, he helped change the course of American history for all children. Marshall served as the first African-American Justice of the United States Supreme Court from 1967 until 1992.

Law school can be an awakening experience for you, too. It can become the place you develop your full potential, realize your calling. Law school can open your mind to the power of law and your heart to the rights of the individual. Law school can help you make a DIFFERENCE. And it can launch you on a distinguished career.

Law schools are actively seeking persons who accept the challenge of a rigorous education, who will sacrifice to attain personal goals, and who aspire to contribute to society. MIGHT YOU BE ONE OF THESE MEN OR WOMEN?

What Law School Is Like

Law school courses emphasize analytical thinking, reasoning, writing, and oral presentations. As a law student, you will read legal cases, ponder and digest their principles, and discuss and argue the issues raised in class. Through this process, you will acquire and develop the skills and values of the legal profession, come to understand legal terms, and begin to think as a lawyer. You will learn to speak and write more clearly, precisely, and persuasively.

Your legal education will be the beginning of a lifetime of growth. Law schools do more than teach a body of knowledge, they provide an approach that allows lawyers to carry on independent, self-directed learning throughout their careers.

Law school requires three years of full-time study after college. It is both competitive and challenging. Law school requires hard work and diligence, but it can also be a lot of fun.

What Should You Do To Be Admitted?

There are more than 180 American Bar Association-approved law schools in the United States to choose from. You need to take the initiative to decide which law school is the right one for you.

Investigate

You should begin by consulting *Thinking About Law School: A Minority Guide*, published by Law School Admission Services, Inc., Newtown, PA. This guide will give you realistic tips on how to assess your chances for admission, select the right law school, and finance your legal education. It also includes first-person accounts by law school graduates who represent the kind of ethnic diversity law schools seek to achieve. You should also consult *The Official Guide to U.S. Law Schools*, also published by Law School Admission Services. You can find these publications in many college and university libraries, you can look them up on the Internet at <http://www.abanet.org/legaied/home.html>, or you can write to Law School Admission Services to obtain a copy. Two additional publications—*Financing Your Law School Education* and *The Right Law School for You*—also contain specific information for minority students and applicants. They can be ordered directly by writing to Law School Admission Services.

You can also visit those law schools closest to you. Talk with lawyers, judges, students, instructors, or the pre-law advisor at your undergraduate school. Seek advice about the legal profession and about the schools you are considering.

Arrange To Take The Law School Admission Test

To be admitted to law school, you must first take the Law school Admissions Test (LSAT). This is a standardized examination designed to measure skills that are important to the study of law—reading, reasoning, analyzing. Admissions policies differ from school to school, but all ABA-approved law schools require applicants to take the LSAT.

You should plan to take the LSAT before law school application deadlines. This means you should probably take the test no later than the December prior to fall admission. The test is offered four times a year at locations throughout the country. To find out about the testing dates, times and locations, consult your college advisor, the law school you are considering, or Law Services.

Familiarity with the test, careful preparation, and determination will help you do well on the test. There are several prep courses to choose from. For example, Law School Admission Council has a variety of test preparation materials from which to choose, which may be accessed at <http://www.lsac.org>. There are also several private prep courses which will help you achieve a good score.

Write Identified Law Schools and Request an Application Packet

Once you select the law schools in which you are seriously interested, write the admissions department and request an application packet. We also suggest that you visit the law schools you consider attending. Visiting the law school will give you an opportunity to talk to current law students attending that school. Those students can give you a lot of information about the school.

Prepare Your Personal Statement

Start working on a draft of your personal statement NOW! Do not wait until the last minute to prepare your statement. Once you have what you consider to be your final draft, HAVE SOMEONE ELSE READ IT!! It is a good idea to have a lawyer read your statement. You can get a lot of feedback that will make your personal statement STAND OUT from the rest.

As you prepare your written statement, keep in mind that law schools have other criteria for admission. In your personal statement, focus on what makes you unique and what proves that you will be successful academically in law school. It is also important to focus on what you will ADD to the law school as well as the legal community.

- *Point out your personal achievements.* Any distinction you have achieved through contributions to social, athletic, religious, or fraternal organizations will help. Excellence in a particular field, such as music or science, can be beneficial to your admissions evaluation.
- *Point out your employment history.* If you have done well at a job, or worked hard while going to college or after college, that will be viewed as a sign of your desire and discipline.
- *Point out your community involvement.* Contributions to your community through service to others also may be considered in your admissions evaluation. If you have been active in ethnic specific student organizations, it is important to point it out.

- *Point out any special academic participation or recognition.* If you participated in a fellowship, studied abroad, received any type of award or recognition, make sure to include it in your statement.
- *Point out whether you are a non-traditional student.* If you are the first member of your family to graduate from college and pursue a professional degree, point it out! If you had to overcome significant obstacles in your personal or academic life, point it out and discuss how this experience impacted your life.

In sum, your personal statement will be your only chance to be “interviewed” by the admissions committee. It is your opportunity to persuade the committee that out of 3,000 applicants, THEY WANT YOU at their law school. Let the admissions committee know that you are persistent, determined, resourceful, qualified, and personally committed to work hard while in law school.

Additional Resources to Consider

Several organizations devote time, energy, and resources to increase the number of minority enrollments in America’s law schools. Use them if you need advice or help.

Questions concerning the law school admissions test, transcript processing services, publications, and financial aid:

Law School Admissions Council
 Box 2000
 Newtown, PA 18940-0998
 215-968-1001
<http://www.lsac.org>

Specific questions about legal education:

Association of American Law Schools
 1201 Connecticut Avenue NW, Suite 800
 Washington, DC 20036-2065
 202-296-8851
<http://www.aals.org>

Accreditation of law schools and the role of lawyers:

Office of the Consultant on Legal Education
 American Bar Association
 550 West North Street, Suite 349
 Indianapolis, IN 46202
 317-264-8340
<http://www.abanet.org/legaled>

**What Should You Do in High School to Prepare
for a Legal Career?**

Effort

*Some people dream of worthy accomplishments,
while others stay awake and do them.*

So what should I be doing in high school if I want to go to law school and have a brilliant career as a lawyer?

1. Graduate from high school.

In order to apply to law school, you must graduate from a four-year university or college. You need a Bachelor of Arts or Bachelor of Science Degree. You cannot enroll in college without a high school diploma or a G.E.D. certificate. DECIDE and PLAN now to graduate from high school.

2. Take all the required core classes to assure acceptance to a good college or university.

In order to make you a competitive applicant to a good college, take all the required math, science, history, English, and foreign language courses. Talk to a teacher or counselor if you are unsure of the classes you should enroll in. HINT, HINT, HINT: Sign up for college prep classes like Applied Physics, Algebra/Trig, College Prep English, Chemistry, etc. ENROLL AND STUDY, STUDY, STUDY!

3. Be active in some type of extra-curricular activity.

Start now and be active in your community. Whether you are active in your church or high school sports, it is important to develop a track record that you care about your community and will put time into helping others. Many scholarships to which you will be applying for college will ask you what you do with your free time. Plan on getting involved early.

For students who have to work after school at a job or at home doing chores, become involved to the extent you can. If you cannot be involved in extra-curricular activities, point out in your applications that you needed to work. Then point out the qualities you developed as a result of having to work during high school, i.e., responsibility, perseverance, maturity, and so forth.

4. Apply for Financial Aid. Apply early!

SUBMIT YOUR COLLEGE FINANCIAL AID APPLICATION AS SOON AS POSSIBLE AFTER DECEMBER 31. Always start the year off by putting the financial aid application in the mail by January 2. College grants are not only given out on a need basis, but on a **first come-first served basis**.

5. Apply for college early during your senior year.

Apply early to the colleges and universities you are interested in attending. Many schools have caps. That means after a certain number of applications have been received, they will accept no further applications. Apply early so as not to limit your options.

6. Take all the required standardized exams!

Guess what. In order to be considered as a student in a four-year university, you need to take the SAT or ACT exam. These exams may only be offered a few times a year, so you should make plans to take the exams during your junior year.

7. Practice reading and writing.

Start now. Read everything you can get your hands on. Read classic literature, current novels and nonfiction, newspapers, and magazines. By reading, you will develop a strong vocabulary and become a knowledgeable and well-rounded individual.

Practice writing! Whether you write a letter or an essay, it is important to develop strong written communication skills now.

Optional Reading List for Prospective Law Students

| | |
|--|--------------------|
| <i>Anarchy and Elegance</i> | Chris Goodrich |
| <i>Anatomy of a Murder</i> | Robert Traver |
| <i>The Associates</i> | John Jay Osborne |
| <i>Beloved</i> | Toni Morrison |
| <i>Billy Budd and Bartleby the Scrivener</i> | Herman Melville |
| <i>Bleak House</i> | Charles Dickens |
| <i>The Bonfire of the Vanities</i> | Tom Wolfe |
| <i>The Bramble Bush: On Our Law and Its Study</i> | Karl Llewellyn |
| <i>A Civil Action</i> | Jonathan Harr |
| <i>Crime and Punishment</i> | Fyodor Dostoevsky |
| <i>Executioner's Song</i> | Norman Mailer |
| <i>Fatal Vision</i> | Joe McGinnis |
| <i>The Firm</i> | John Grisham |
| <i>The Future of Law in a Multi-Cultural World</i> | Ada Bozeman |
| <i>Gideon's Trumpet</i> | Anthony Lewis |
| <i>The Goldmark Case: An American Libel File</i> | William Dwyer |
| <i>The Good Mother</i> | Sue Miller |
| <i>In Cold Blood</i> | Truman Capote |
| <i>The Indian Lawyer</i> | James Welch |
| <i>Inherit the Wind</i> | Jerome Lawrence |
| <i>No No Boy</i> | John Okada |
| <i>The Paper Chase</i> | John Jay Osborne |
| <i>Paris Trout</i> | Pete Dexter |
| <i>Presumed Innocent</i> | Scott Turow |
| <i>Reversal of Fortune</i> | Alan Dershowitz |
| <i>Simple Justice</i> | Richard Kluger |
| <i>The Stranger Beside Me</i> | Ann Rule |
| <i>A Time to Kill</i> | John Grisham |
| <i>To Kill a Mockingbird</i> | Harper Lee |
| <i>White by Law</i> | Jan F. Haney López |

Law School Admissions Checklist

Excellence

*Excellence is achieved
when challenges are faced with determination.*

What Do Law Schools Evaluate?

Among the specific criteria law schools consider are:

- Your Law School Admissions Test (LSAT) score
- Your undergraduate grade point average (GPA)
- Your course of study and its difficulty and depth
- The quality of the college you attended
- Improvement in your grades and grade distribution
- Your college activities or accomplishments, both curricular and extra-curricular
- Your cultural background
- Your letters of recommendation
- Your written essay
- Significant activities since you graduated from college, such as work experience
- Your motivation to study and reasons for deciding to study law
- Your career goals, living experiences, or special talents
- And, finally, anything else from your file that might make the admissions committee sit up and take notice of you.

Courses to consider:

These courses require thinking, reading, and writing abilities and provide you with knowledge that is helpful in the study of law.

English language and literature: These courses are indispensable and should be in every aspiring law student's curriculum, because they involve thinking, reading, and writing. These skills are the core of the legal education and the profession of law.

History: Law is inseparable from our historical experience. American history is particularly important.

Political Science: Government, politics, and the law are also inseparable.

Economics: Much of the law itself is concerned with economic relationships among individuals and businesses.

Accounting: A course in accounting can be valuable for law school tax and business courses.

Philosophy: Much of philosophy requires the same rigorous, logical thinking as does the law.

Debate and public speaking: Courses in debate and public speaking can be helpful in learning research, reasoning, and communication skills.

What Should You Be Doing in College to Prepare for Law School?

Your Freshman and Sophomore Years of College

- Select and enroll in a college or university whose graduates have respectable law school admissions records and law school performance.
- If possible, select an academic advisor who has knowledge of, and an interest in, law school admissions. The ideal advisor is someone with a “track record” of writing recommendations for students who go on to law school. If possible, register with the pre-law adviser and get involved in any pre-law-related activities on or off-campus.
- Choose a balanced and diversified course of study, including classes that encourage logical reasoning and good writing skills.
- Try to develop personal relationships with two or more faculty members whose interests are similar to yours and who stimulate you intellectually. Begin to consider whom you should ask to write letters of recommendation.
- Work hard on class materials and try to build an outstanding undergraduate record and grade point average.
- Participate in selected extra-curricular activities—debate, political unions, law club, literary magazine, school paper, research assistantship—that can build needed skills and provide enjoyable diversion.
- Participate in community activities.
- Read broadly, including some law-related materials, and talk with lawyers about the nature of the profession.

Your Junior Year of College

- Continue in a course of study that demonstrates depth, persistence, and perseverance. Concentrate on improving your GPA and selecting electives that emphasize reasoning and writing skills.
- Study *The Official Guide to Law Schools* to determine which schools interest you. Obtain their catalogues and, if possible, visit the ones you find most promising.
- Pick up a copy of the LSAT/LSDAS Subscription Packet; study the materials and register to take the LSAT in June of your junior year or early fall of your senior year.
- Obtain application forms from law schools. Use the summer to write any required general essays and gather application data.
- Request permission from faculty to use them as recommendations; alert them of your plans to request recommendation letters in the fall.

Your Senior Year of College:

- Complete and send all applications by mid-October, or as early as the schools will accept applications.
- Follow through to determine that all materials have arrived at the schools.
- If you do not receive notification from a law school you are particularly interested in, send additional evidence of any other pertinent information that might affect their decision.

Important Additional Advice:

Your grade point average can be the MOST IMPORTANT factor the admissions committee members consider. Knowing this, try as hard as you can to keep your GPA over a 3.2. Graduating with Honors will be something you will never regret!

The second factor schools look at is the LSAT. Knowing this, it is ESSENTIAL that you prepare for the test. Take a LSAT preparation course PRIOR to taking your LSAT test.

- These prep courses cost money, but you can apply for partial waivers. You should also save money to pay for it.
- Don't think that buying one of those books to help you prepare for the LSAT is sufficient. IT ISN'T. Especially if you wait until the last minute to open it.
- We suggest taking the June LSAT, as it gives you plenty of time to receive your score, and, if you are unhappy with it, you can retake it in September or October and still apply for the following year.

Save MONEY. Taking the LSAT, registering for the LSDAS service, submitting applications, taking the LSAT prep course—all of this takes money! Start saving now! Always ask whether there are any fee waivers if you cannot afford to pay for application fees.

Treat the process of applying to law school like a job. You will need to invest quite a bit of time into this process. If you fail to plan, you plan to fail.

Sources of Information:

The Official Guide to U.S. Law Schools. This guide profiles all ABA approved law schools in detail and is updated yearly. Available from LSAC/LSAS, Box 2000, Newtown, PA 18940-0998

The bulletin or catalogue of the individual law school. You can get catalogues directly from each school, your college advisor, or perhaps your local library.

Your college or university pre-law advisor. Your pre-law advisor can often provide you with solid information about which law schools fit your personal profile.

School representatives. Talk to representatives of the school, either when you visit the campus or when the representative visits your college.

Law school forums. Organized by LSAC/LSAS, the Law School Forums are a superb opportunity to talk with law school representatives from around the country in one central location. For more information, write LSAC/LSAS, P.O. Box 63, Newtown, PA 18940.

Paying for Your Legal Education

Teamwork

*If everyone is moving forward together,
then the success takes care of itself.*

Teamwork is the ability to work together toward a common vision, the ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results. Teamwork is the collective talents of many individuals.

How Do I Apply for Financial Aid?

If a law school education is what you want but the cost discourages you from applying, don't give up. Financial aid is available. Most aid is allocated through the schools to which you apply. So the first step in seeking a scholarship or financial aid is to call or visit the financial aid office of these schools. A financial aid officer will instruct you on the availability and sources of funds, the application process, and your responsibilities. A great Seattle resource for financial planning is the **Northwest Education Loan Association (NELA)** at www.nela.net. If you are admitted to law school and you satisfy eligibility criteria, chances are good that financial aid will be available.

Make no mistake, law school is expensive. Tuition costs plus living expenses can range from \$10,000 to \$28,000 a year, depending on the school you choose. But remember, a considerable amount of student assistance is available through a variety of sources. These include grants, scholarships, and loans.

An important consideration in selecting a law school is the availability of financial support. Because financial aid is awarded based on demonstrated need, all applicants must complete the College Scholarship Service's Financial Aid Form (FAF).

Student Loans

Loans are the major source of financing for students pursuing a graduate professional degree. Loans are money that must be repaid with interest and are available through the Department of Education Public or through private lenders.

The Department of Education through federal student aid offers financial help for students enrolled in eligible programs at participating schools to cover school expenses, including tuition and fees, room and board, books and supplies, and transportation. Most federal aid is need-based in the form of low-interest loans. For more information, visit the Department of Education website at www.ed.gov.

Law School Scholarships

Law school grants are awarded from the school's privately donated scholarships funds based on demonstrated financial need. Submission of a FAFSA and a law school scholarship application is required for scholarship consideration. Many law school grant programs include Law School Scholarships and Minority Law Scholarships.

Many schools make a limited number of grants and partial tuition waivers available to students who have sufficient need under the federal eligibility requirements.

Opportunities for culturally and economically disadvantaged students:

The Council on Legal Education Opportunity (CLEO)

CLEO helps disadvantaged students prepare for student in law. Contact CLEO at cleo@abanet.org or <http://www.abanet.org/cleo/home.html>.

Opportunities for Native Americans:

American Indian Graduate Center (AIGC)

AIG provides graduate scholarships to American Indians and Alaska Natives studying in all graduate and professional fields, including law. To be eligible for fellowship grants under the program, an applicant must be a member of a federally recognized tribe, be at least one-fourth Indian, and be attending an accredited graduate or professional school as a full-time graduate student. Interested applicants should contact AIG at Montgomery Boulevard NE, Suite 1B, Albuquerque, NM 87109; phone (505) 881-4584 or 1-800-628-1920; website <http://www.aigc.com/>

American Indian Law Center

The American Indian Law Center, located at the University of New Mexico, aids members of federally recognized American Indian Tribes or Alaska Native groups who are applying to law school and would like to attend a summer program to prepare themselves for law school. For more information and an application, write to the Center at P.O. Box 4456, Station A, Albuquerque, NM 87196; phone (505) 277-5462 Fax: (505) 277-1035; email: ailc@law.unm.edu; website <http://lawschool.unm.edu/AILC/>

Opportunities for Latinos/Mexican-Americans

Puerto Rican Legal Defense and Education Fund, Inc. (PRLDEF)

The PRLDEF Education Division works directly with Latinos and other students of color to encourage them to pursue a legal career. In providing direct services to students, it continues to ensure that the legal profession includes people of color. Services provided by the PRLDEF Education Division include:

- One-to-one pre-admissions counseling (including personal essay development)
- PRLDEF Scholarships Program
- Latino Law Student-Attorney Network (a mentorship program)
- Legal Internship and Fellowship Programs

For more information, write PRLDEF, 99 Hudson Street, New York, NY 10013; website <http://www.prldef.org/>; phone (212) 219-3360, Fax: (212) 431-4276; email: education@prldef.org

Mexican-American Legal Defense and Educational Fund (MALDEF)

MALDEF awards scholarships to Hispanic students interested in pursuing the legal profession. Awards are based on The MALDEF scholarships will be awarded to candidates who have financial need, outstanding academic records, participation and leadership in extracurricular activities and demonstrated involvement with and commitment to serve the Latino community through their profession. Contact MALDEF Law School Scholarship Program at 634 South Spring Street, Eleventh Floor, Los Angeles, CA 90014; phone 213-629-2512; website www.maldef.org

Hispanic Scholarship Fund

HSF awards are based on financial need, academic potential, and a demonstrated commitment to the Hispanic community. Contact the Selection Committee, Hispanic Scholarship Fund, Hispanic Scholarship Fund, 55 Second Street, Suite 1500, San Francisco, CA 94105; phone 1-877-HSF-INFO; email general questions to info@hsf.net; website www.hsf.net.

For a complete resource on scholarships available for Hispanic students, write and request *The Scholarship Guide for Hispanics*, College Financial Assistance Opportunities, VISTA Magazine, 999 Ponce de Leon Blvd., Suite 600, Coral Gables, FL 33134; phone (305) 442-2462

Opportunities for African-Americans

Earl Warren Legal Training Program

This program is designed to provide scholarships for entering law students. Emphasis is placed on scholarships and those students attending law schools in the south. Preferred consideration is given to needy applicants who are under 35 and those who plan to practice where there is a dearth of black lawyers. Each recipient must attend law school full time and is expected to graduate within three years. Requests for applications must be in writing; <http://www.naacpldf.org/content.aspx?article=34>

For additional resources/scholarships for African-American students, write the NAACP Legal Defense and Education Fund, 99 Hudson Street, 16th Floor, New York, NY 10013. 212-965-2200.

Opportunities for Asian Americans

Japanese American Citizens League (JACL)

JACL members, their children, or any American of Japanese ancestry may apply for a JACL Scholarship or Award. Applicants must be currently enrolled or planning to enroll in an accredited law school in the following semester. Application forms and additional information are available through your local JACL Chapter or by sending a legal-sized self-addressed, stamped envelope to: JACL National Headquarters, 1765 Sutter Street, San Francisco, CA 94115. In Washington, call (206) 623-5088. Applications are also available on the web site: <http://www.jacl.org/edu/scholar.htm>

Other scholarship resources are available from the Asian American Legal Defense and Education Fund, 99 Hudson Street, 12th Floor, New York, NY 10013-2869; phone (212)966-5932.

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Finding scholarships and applying for financial aid take time and require hard work. Some words of advice:

- Start early by asking the college or law school you will be attending what types of scholarships are available. Make sure you take the time to investigate other scholarships that are available in your community.
- Make sure every application you submit for a scholarship is complete.
- Keep a copy of your federal/state tax return.
- Promptly report any change of address.

## Links to Minority Legal Organizations

Various legal organizations can provide helpful insights on pursuing a legal career. Although not all inclusive, this list provides a useful starting point for further research.

- [National Black Law Student Association \(NBLSA\)](http://www.nblsa.org/)  
<http://www.nblsa.org/>
  
- [Hispanic National Bar Association \(HNBA\)](http://www.hnba.com/)  
<http://www.hnba.com/>
  
- [National Asian Pacific American Bar Association \(NAPABA\)](http://www.napaba.org/napaba/showpage.asp?code=home)  
<http://www.napaba.org/napaba/showpage.asp?code=home>
  
- [Native American Rights Fund \(NARF\)](http://www.narf.org/)  
<http://www.narf.org/>
  
- [ABA Commission on Opportunities for Minorities in the Profession](http://www.abanet.org/minorities/)  
<http://www.abanet.org/minorities/>
  
- [National Native American Law Students Association](http://www.mnalsa.org/)  
<http://www.mnalsa.org/>
  
- [Washington State Minority Bar Associations](http://www.wsba.org/minority+bar+associations.htm)  
<http://www.wsba.org/minority+bar+associations.htm>

## **Career Opportunities in Law**

*Pride*

*Pride is a personal commitment.*

*It is an attitude which separates excellence from mediocrity.*

*It is that ingredient which inspired us not to get ahead of others, but  
rather to get ahead of ourselves.*

## **Things you can do with a law degree other than practice law:**

ALTERNATIVE LEGAL CAREERS ARE RAPIDLY GROWING IN POPULARITY. THE LIST OF TITLES THAT FOLLOWS IS A COMPILATION OF MORE THAN 200 ACTIVE LEGAL EMPLOYMENT OPPORTUNITIES ACROSS ALL EMPLOYMENT SECTORS—PRIVATE, PUBLIC, AND NONPROFIT. WE DEFINE LAW-RELATED CAREERS AS FIELDS WHEREIN A LAW DEGREE IS NOT REQUIRED, BUT IS NEVERTHELESS A CONSIDERABLE ASSET. SINCE ATTORNEYS HAVE THE REQUISITE TRAINING AND QUALIFICATIONS TO PROSPER IN MANY DIFFERENT FIELDS, HIRING OFFICIALS ARE BECOMING INCREASINGLY ATTUNED TO THE VALUE TO THEIR ORGANIZATIONS OF HAVING LAWYERS OCCUPY THESE POSITIONS.

### **ALTERNATIVE DISPUTE RESOLUTION**

#### **Arbitrator**

DISPUTE RESOLUTION PROFESSIONAL  
DOMESTIC RESOLUTION SPECIALIST  
HEARING OFFICER  
MEDIATOR  
OMBUDSMAN

### **CIVIL RIGHTS**

#### **Affirmative Action Officer**

AMERICANS WITH DISABILITIES ACT  
COMPLIANCE MANAGER  
CHILDREN'S ADVOCATE  
CIVIL RIGHTS ANALYST  
CIVIL RIGHTS INVESTIGATOR  
CONCILIATION SPECIALIST  
DIRECTOR OF HUMAN RESOURCES  
DIRECTOR OF HUMAN RESOURCES &  
CULTURAL DIVERSITY  
EQUAL OPPORTUNITY COMPLIANCE  
SPECIALIST  
EQUAL EMPLOYMENT OPPORTUNITY  
MANAGER/OFFICER  
HUMAN RIGHTS ANALYST

### **CONTRACT AND PROCUREMENT**

#### **Contract Negotiator**

CONTRACT  
SPECIALIST/ADMINISTRATOR/OFFICER  
CONTRACT TERMINATION SPECIALIST  
INDUSTRIAL PROSPERITY MANAGER  
PROCUREMENT OFFICER/ANALYST  
PURCHASING OFFICER/DIRECTOR

### **COURT ADMINISTRATION**

#### **Assistant Circuit/District Executive for Legal Affairs**

BANKRUPTCY ADMINISTRATOR  
CIRCUIT/DISTRICT COURT EXECUTIVE  
CLERK OF COURT  
COURT ADMINISTRATOR  
COURT ANALYST  
COURT OPERATIONS SPECIALIST  
DEPUTY CLERK  
ESTATE ADMINISTRATION/PROBATE  
CLERK/ADMINISTRATOR  
GUARDIANSHIP CLERK  
JURY COMMISSIONER  
LAND COMMISSIONER  
LEGAL DOCUMENTS OFFICER  
LEGAL RESEARCH DIRECTOR  
PAROLE OFFICER  
PRETRIAL SERVICES OFFICER  
PROBATION OFFICER/DIRECTOR  
REGISTRAR  
REPORTER OF DECISIONS  
SETTLEMENT DIRECTOR  
SUPERVISOR OF PUBLIC TRUST  
ACCOUNTANTS  
SUPPORT PAYMENTS OFFICER  
TRAINING PROFESSIONAL  
VIOLATIONS BUREAU MANAGER

### **CRIMINAL JUSTICE**

#### **Alcohol, Tobacco and Firearms Inspector**

BANK FRAUD INVESTIGATOR  
BORDER PATROL AGENT  
CHILD ABUSE INVESTIGATOR  
CIVILIAN COMPLAINT/LAW ENFORCEMENT  
REVIEW BOARD OFFICER

COMPLIANCE SUPPORT INSPECTOR  
CONSUMER SAFETY INSPECTOR  
CRIME ANALYST  
CRIME PREVENTION COORDINATOR  
CRIMINAL INVESTIGATOR  
CRIMINAL JUSTICE ADMINISTRATOR ANALYST  
CUSTOMS INSPECTOR  
DEA SPECIAL AGENT  
ENFORCEMENT PERSONNEL  
FBI SPECIAL AGENT  
FINES, PENALTIES AND FORFEITURE  
SPECIALIST  
FOREIGN SERVICE NARCOTICS CONTROL  
OFFICER  
FORENSIC INVESTIGATOR  
GAME LAW ENFORCEMENT OFFICER  
GENERAL INVESTIGATOR/INSPECTOR  
IMMIGRATION INSPECTOR  
INVESTIGATIONS REVIEW SPECIALIST  
LAW ENFORCEMENT SPECIALIST  
POSTAL INSPECTOR  
REVENUE OFFICER/AGENT  
SECURITIES FRAUD EXAMINER  
SEIZED PROPERTY/ASSET MANAGEMENT  
SPECIALIST SPECIAL AGENT  
(WILD LIFE)

**Treasury Enforcement Agent**

VICTIMS COMPENSATION OFFICER

**EDUCATION ADMINISTRATION**

ASSISTANT TO THE PRESIDENT/CHANCELLOR  
DIRECTOR OF FEDERAL/STATE RELATIONS  
GRANTS AND CONTRACT MANAGER  
JUDICIAL AFFAIRS OFFICER  
LABORATORY BUSINESS MANAGER  
LAW SCHOOL CAREER DEVELOPMENT  
OFFICER  
LAW SCHOOL CLINICAL PROGRAM  
SUPERVISOR  
LAW SCHOOL DEVELOPMENT/FUNDRAISING  
OFFICER  
LAW SCHOOL DIRECTOR OF ADMISSIONS  
LAW SCHOOL DIRECTOR OF ALUMNI AFFAIRS  
LAW SCHOOL DIRECTOR OF INSTITUTIONAL  
ADVANCEMENT  
LAW SCHOOL DIRECTOR OF PLACEMENT

LAW SCHOOL DIRECTOR OF STUDENT  
AFFAIRS  
PARALEGAL PROGRAM/SCHOOL  
ADMINISTRATOR  
PLANNED/DEFERRED GIVING  
OFFICER/DIRECTOR  
SPONSORED RESEARCH DIRECTOR

**EDUCATION-FACULTY**

**Law School Clinical Program Instructor**  
**Law School Professor**

LEGAL RESEARCH AND WRITING PROGRAM  
INSTRUCTOR  
PARALEGAL PROGRAM INSTRUCTOR  
UNDERGRADUATE BUSINESS ETHICS  
TEACHER

UNDERGRADUATE PROFESSOR IN:

**Business Law**

CRIMINAL JUSTICE  
ENVIRONMENTAL POLICY  
LAW & ANTHROPOLOGY  
LAW & ECONOMICS  
LAW & HISTORY  
LAW & PSYCHOLOGY  
LAW & SOCIETY  
LEGAL STUDIES PROGRAM COORDINATOR  
LEGAL STUDIES PROGRAM TEACHER  
SECURITY ASSISTANCE MANAGEMENT  
INSTRUCTOR  
LABOR RELATIONS INSTRUCTOR  
TAX TEACHER

**ENERGY**

**Energy Advocate**

ENERGY CONSERVATION PROGRAM  
SPECIALIST  
GAS SUPPLY/REGULATORY AFFAIRS  
PROFESSIONAL  
MINERAL APPEALS ANALYST  
NATURAL RESOURCES SPECIALIST  
PUBLIC UTILITIES SPECIALIST

**ENVIRONMENTAL CAREERS**

**Coastal Zone Resources Manager**

CONSERVATION FIELD REPRESENTATIVE  
DIRECTOR OF ENVIRONMENTAL AFFAIRS  
DIRECTOR, LEGISLATIVE ANALYSIS &  
ENVIRONMENTAL POLICY

PUBLIC HEALTH ADVOCATE  
ENVIRONMENTAL COMPLIANCE OFFICER  
ENVIRONMENTAL POLICY ANALYST  
ENVIRONMENTAL PROTECTION SPECIALIST  
ENVIRONMENTAL PROTECTION SPECIALIST  
HAZARDOUS WASTE MANAGEMENT  
CONSULTANT  
REMEDATION PROTECTION SPECIALIST  
RESOURCE POLICY ANALYST  
SAFETY AND OCCUPATIONAL HEALTH  
SPECIALIST  
TECHNOLOGICAL PROGRAM HAZARDS  
SPECIALIST  
TRADE ASSOCIATION ENVIRONMENTAL  
STAFFER

## **FINANCIAL SERVICES**

### **Bankruptcy Analyst**

BENEFITS PROFESSIONAL  
CLAIMS/SETTLEMENT/TERMINATION  
SPECIALIST  
CONSUMER AFFAIRS EXAMINER  
CREDIT EXAMINER  
FINANCIAL INSTITUTION EXAMINER  
FINANCIAL SERVICES SALES AGENT  
FUTURES TRADING INVESTIGATOR  
LEGAL FEE AUDITOR  
LOAN ADMINISTRATION/SPECIALIST  
LOAN WORKOUT OFFICER  
PENSION LAW SPECIALIST  
PROBATE ACCOUNTANT  
SECURITIES COMPLIANCE EXAMINER  
SECURITIES FIRM EXECUTIVE  
SECURITIES TRANSACTIONS ANALYST  
TRUST BUSINESS DEVELOPMENT  
PROFESSIONAL  
TRUST EMPLOYEE BENEFITS ADMINISTRATOR  
TRUST OFFICER/ADMINISTRATOR  
U.S. TRUSTEE/ASSISTANT U.S. TRUSTEE

## **HUMAN RESOURCES**

### **Employee Benefit Plan Specialist**

EMPLOYEE RELATIONS MANAGER/SPECIALIST  
GOVERNMENT BENEFITS DIRECTOR  
HEALTH PLAN MEMBER SERVICES  
COORDINATOR  
LAWYER TEMPORARY AGENCY MANAGER  
LEGAL CAREER COUNSELOR

LEGAL SEARCH CONSULTANT  
MANPOWER DEVELOPMENT SPECIALIST  
PERSONNEL MANAGEMENT SPECIALIST  
PUBLIC GUARDIAN  
REEMPLOYMENT RIGHTS COMPLIANCE  
SPECIALIST  
SALARY ADMINISTRATION SPECIALIST  
VETERANS PROGRAM SPECIALIST

## **INSURANCE**

### **Civilian Service Retirement Claims Examiner**

CLAIMS REPRESENTATIVE MANGER  
DEPENDENT AND ESTATES CLAIMS EXAMINER  
DOCUMENT COMPLIANCE SPECIALIST  
ENVIRONMENTAL CLAIMS SPECIALIST  
GENERAL CLAIMS EXAMINER  
HEALTH BENEFITS PROGRAM ANALYST  
HEALTH CARE POLICY ANALYST  
HEALTH PLAN MEMBER SERVICES  
COORDINATOR  
INSURANCE AGENT  
LEGAL AUDITOR  
LOSS AND DAMAGE CLAIMS EXAMINER  
PENSION INVESTIGATOR  
PERSONAL TRUST PRODUCT MANAGER  
RISK MANAGER  
SOCIAL INSURANCE ADMINISTRATOR  
SOCIAL INSURANCE CLAIMS EXAMINER  
TRANSPORTATION CLAIMS EXAMINER  
UNEMPLOYMENT INSURANCE  
ADMINISTRATOR  
VETERANS CLAIMS EXAMINER  
WORKERS' COMPENSATION CLAIMS  
EXAMINER  
WORKERS' COMPENSATION PROGRAM  
SPECIALIST

## **INTERNATIONAL AFFAIRS/TRADE Customs Entry and Liquidation Specialist**

EXPORT ADMINISTRATOR  
EXPORT CONTROL SPECIALIST  
FOREIGN AFFAIRS OFFICER  
FOREIGN SERVICE OFFICER  
FOREIGN TRADE ZONE MANAGER  
IMPORT COMPLIANCE SPECIALIST  
INTERNATIONAL RELATIONS OFFICER  
INTERNATIONAL TRADE SPECIALIST

LIBRARY FOREIGN LAW SPECIALIST  
PASSPORT AND VISA EXAMINER  
U.S. AND FOREIGN COMMERCIAL SERVICE  
OFFICER

## **INTELLECTUAL PROPERTY**

### **Copyright Examiner**

INTELLECTUAL RESOURCES DIRECTOR  
PATENT ADMINISTRATOR  
PATENT EXAMINER  
PATENTABILITY REVIEW EXAMINER  
PATENT/TECHNOLOGY LICENSING OFFICER  
TECHNOLOGY TRANSFER DIRECTOR  
TRADEMARK EXAMINER  
UNIVERSITY CORPORATE LIAISON OFFICER

## **INTELLIGENCE/NATIONAL SECURITY**

### **Aviation Security Specialist/officer**

FOREIGN ASSETS CONTROL INTELLIGENCE  
ANALYST  
FOREIGN SERVICE DIPLOMATIC SECURITY  
OFFICER  
INDUSTRIAL SECURITY SPECIALIST/OFFICER  
INFORMATION SECURITY SPECIALIST/OFFICER  
INTELLIGENCE OFFICER  
INTELLIGENCE RESEARCH SPECIALIST  
INTERNAL SECURITY SPECIALIST/OFFICER  
PERSONNEL SECURITY SPECIALIST/OFFICER  
PHYSICAL SECURITY SPECIALIST/OFFICER  
SECURITY ADMINISTRATION  
SPECIALIST/OFFICER  
SECURITY SPECIALIST/OFFICER  
SECURITY INSPECTOR

## **LABOR RELATIONS**

### **Industrial Relations Specialist**

LABOR INVESTIGATOR  
LABOR MANAGEMENT RELATIONS EXAMINER  
LABOR NEGOTIATOR  
LABOR RELATIONS  
MANAGER/SPECIALIST/ANALYST  
WAGE AND HOUR LAW ADMINISTRATOR  
WAGE AND HOUR LAW COMPLIANCE  
SPECIALIST

## **LEGAL ADMINISTRATION**

### **Bar Association Professional**

CLE TRAINING MANAGER/SPECIALIST

LITIGATION MANAGEMENT PROFESSIONAL  
LAW FIRM ADMINISTRATOR/EXECUTIVE  
DIRECTOR

LAW FIRM MANAGEMENT CONSULTANT  
LAW FIRM RECRUITER  
PRO BONO COORDINATOR

## **LEGAL DOCUMENTS/INFORMATION**

### **Freedom of Information Act/Privacy Act Officer**

LAW LIBRARIAN  
LAW LIBRARY COMPUTER NETWORK  
MANGER  
LEGAL ARCHIVIST  
LEGAL DATABASE MANAGER  
LEGAL INSTRUMENTS EXAMINER  
LEGAL RESEARCHER  
LITIGATION SUPPORT SPECIALIST  
PUBLIC DISCLOSURE OFFICER

## **LEGISLATION AND REGULATORY AFFAIRS**

### **Congressional Affairs Specialist**

GOVERNMENTAL AFFAIRS/RELATIONS  
POSITIONS  
LEGISLATIVE ANALYST/DIRECTOR  
LEGISLATIVE ASSISTANT  
LEGISLATIVE CORRESPONDENT  
LEGISLATIVE PROGRAM MANGER  
LEGISLATIVE REPRESENTATIVE  
LEGISLATIVE STAFF DIRECTOR  
LOBBYIST  
MANAGER OF REGULATORY AFFAIRS  
PROFESSIONAL LEGISLATIVE COMMITTEE  
STAFF DIRECTOR/MEMBER  
REGULATORY ANALYST  
REGULATORY COMPLIANCE DIRECTOR  
REGULATORY IMPACT ANALYST

## **MANAGEMENT**

### **Acquisitions/Divestiture Professional**

CITY/COUNTY CLERK/ADMINISTRATOR  
ELECTIONS ADMINISTRATION OFFICER  
EMERGENCY MANAGEMENT SPECIALIST  
FOUNDATION EXECUTIVE/PROGRAM MANGER  
GRANTS MANAGEMENT SPECIALIST  
MANAGEMENT ANALYST

NONPROFIT ADVOCACY ORGANIZATION  
MANAGER  
PROGRAM ANALYST/OFFICER  
TRADE/PROFESSIONAL ASSOCIATION  
EXECUTIVE

## **MARKETING**

### **Bar Review Regional Director/Administrator**

DIRECTOR OF GIFT AND ESTATE PLANNING  
ECONOMIC DEVELOPMENT POSITIONS  
FRANCHISE DEVELOPMENT MANAGER  
LAW FIRM DIRECTOR OF CLIENT RELATIONS  
LAW FIRM BUSINESS DEVELOPMENT EDITOR  
PUBLIC AFFAIRS SPECIALIST

## **MISCELLANEOUS**

### **Advocacy Coordinator**

CORPORATE SECRETARY\ETHICS OFFICER  
FOOD PROGRAM SPECIALIST  
HIDDEN ASSETS INVESTIGATOR  
PROFESSIONAL LICENSING BOARD  
COMPLIANCE OFFICER  
SENIOR PARALEGAL  
TRADE SPECIALIST  
UNCLAIMED PROPERTY OFFICER

## **PUBLISHING/BROADCASTING**

### **Acquisitions Editor**

LEGAL WRITER/EDITOR  
LAW FIRM BUSINESS DEVELOPMENT EDITOR  
LAW CORRESPONDENT/REPORTER  
LEGAL NEWSPAPER/JOURNAL PUBLISHER  
LEGAL PUBLISHER ACCOUNT  
REPRESENTATIVE

TECHNICAL LEGAL INFORMATION SPECIALIST  
TECHNICAL WRITER/EDITOR (LAW)

## **REAL ESTATE/HOUSING**

### **Director of Real Estate**

HOUSING ADVOCATE  
HOUSING AUTHORITY  
DIRECTOR/PROFESSIONAL  
HOUSING SERVICES PLANNER  
LAND AGENT  
LAND LAW EXAMINER  
LAND PRESERVATION DIRECTOR  
LAND PROTECTION DIRECTOR/SPECIALIST  
REAL ESTATE AUCTION PROJECT MANGER  
REALTY SPECIALIST/OFFICER  
TENANT'S BROKER  
TITLE EXAMINER  
ZONING ADMINISTRATOR

## **TAXATION**

### **Estate Tax Examiner**

INTERNATIONAL TAX ANALYST  
PROPERTY & TRANSACTION TAXES MANGER  
TAX LAW SPECIALIST  
TAX MANGER/TAX PLANNING MANAGER  
TAX RESEARCH MANAGER

## **TRANSPORTATION**

### **Admeasurer**

BOATING LAW ADMINISTRATOR  
HIGHWAY SAFETY SPECIALIST  
MARINE TRANSPORTATION POLICY ANALYST  
TRAFFIC MANAGEMENT SPECIALIST  
VESSEL TRAFFIC SPECIALIST

*The Future of the Law Institute wants to leave you  
with these words from Dr. Seuss's  
"All the places you'll go."*

**CONGRATULATIONS!**

Today is your day.  
You're off to Great Places  
You're off and away!

You have brains in your head.  
You have feet in your shoes.  
You can steer yourself  
any direction you choose.

And you're on your OWN  
And you know what you know.  
And you are the person  
who'll decide where to go.

You'll be on your way up!  
You'll be seeing great sights!  
You'll join the high fliers  
who soar to great heights.

AND will you succeed?  
AND WILL YOU SUCCEED?  
YES! You will, INDEED!  
(98 and  $\frac{3}{4}$  percent guaranteed.)