

Career Planning Resources on Lexis+

Networking and Interview Preparation Resources

Interview Prep Microsite

 Learn how to network with alum, research attorneys, find firm rankings, prep for interviews with judges, explore public sector opportunities, and more!

Guide to Networking and Interview Prep

- Employer Research
- Attorney Interviewer Research
- Alumni Searches

Guide to Judicial Interviews

Guide to Law Firm Rankings

Professional Development Resources (PDFs)

Guide to Certification and Summer Access

Summer Associate Survival Guide & Resource Kit

- The Resource Kit includes links to the 50+ tips: Top 5 Summer Tips and Top 10 Secrets of Success

Office Etiquette and Fashion

Accepting or Declining an Offer

Pro Bono Tips

Feedback and Performance Review Tips

Summer Associate Survival Glossary

Other Helpful Links

Legal Resume and Interview Tips

Law Student Employment and Career Exclusive Legal News Articles (prior 2 years)



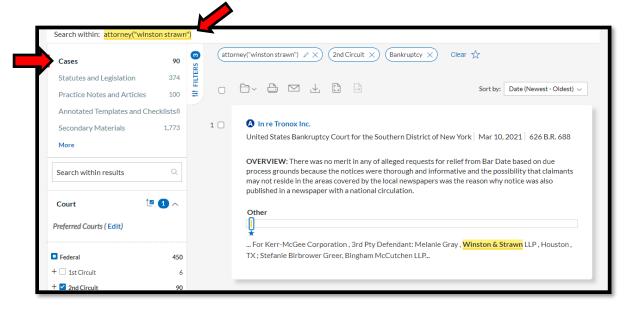
Interview Prep & Networking Guide

To begin, sign onto: www.lexisnexis.com/lawschool

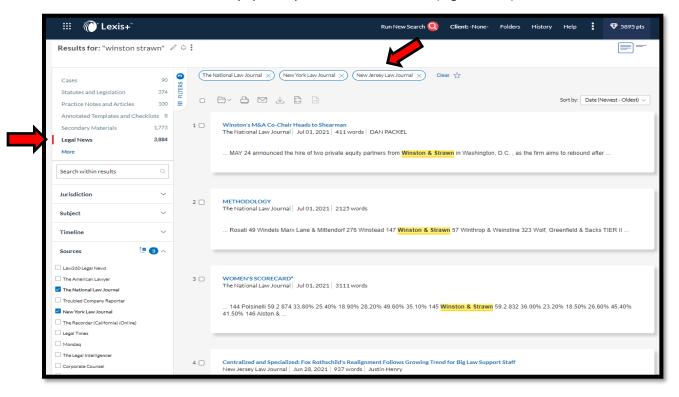
Employer Research

Before any meeting or interview, it is essential that you research the firm to learn more about its practice groups and workplace culture. Employer research will help you to clearly and convincingly articulate why you are interested in a particular firm.

- In the Red Search Box, search the firm name.
- Type the name of an employer in quotation marks to get the most relevant results. Example: "Winston Strawn"
- Review the content categories below to learn about recent cases & other note-worthy information.
- → Case Law Familiarize yourself with the recent & significant cases.
 - 1. Select **Cases** from the Content category drop-down menu at the top-left (this may be your default).
 - 2. Use the **Sort By** menu on the top right to view the most recent cases.
 - 3. Use the attorney segment search to narrow to cases in which your firm has appeared as counsel. Example: attorney("Winston Strawn")
 - 4. Use the *Practice Area & Topics* filters to focus on your areas of interest, or the *Attorney* filter to learn about specific lawyers within the firm. You may also use the **Search within Results** field to find cases on topics of interest!
 - 5. To focus on cases involving a specific office, narrow by *Jurisdiction* (e.g. New York).



- → News Review recent newspaper headlines, articles, blogs, TV transcripts, etc. about the firm.
 - 1. Select **News** and **Legal News** from the Content Category drop-down menu.
 - 2. Use the **Sort By** menu on the top right to find the most recent articles.
 - 3. You can use Search within Results to focus on specific topics of interest.
 - 4. You can also narrow by specific publications or sources (e.g. Law360).



Interviewer Research

In addition to researching the firm, you should also learn about your attorney interviewer as well. Research individual attorneys to learn about their cases, clients, publications and more.

Context

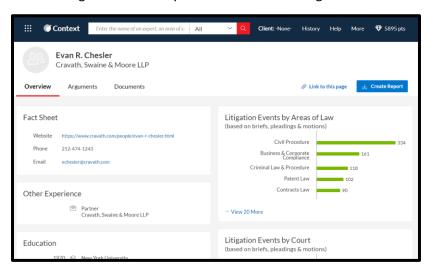
- 1. On the Research homepage, click on the square icon next to the Lexis+ tab at the top-left of the screen.
- 2. In the dropdown menu, select Context.



3. Select Attorney in the drop-down menu, and enter the Attorney's name (last name, first name).



- 4. Click the magnifying glass icon to pull back the attorney profile.
- 5. The **Overview** tab provides a high-level snapshot of the attorney's education & experience as well as graphs highlighting areas of expertise.
- The Arguments tab pulls back court documents filed by the attorney. <u>TIP</u>: Use the timeline filter to narrow to the last 1-2 years to view the most recent representations.
- 7. The **Documents** tab will run a search across the entire research platform and will allow you to review documents relating to the attorney across all content categories.



Researching Attorneys on Lexis+

You can also run a search for individual attorney interviewers directly on Lexis+ - this is a great way to learn about news publications and scholarly work!

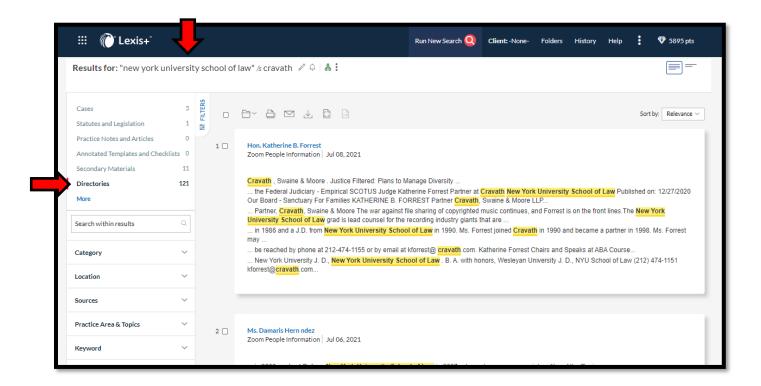
- 1. On the Lexis+ Research homepage, type in the name of the attorney using this format: **first name** /2 last name. Run the search.
- 2. Review the **News** and **Legal News** content categories.
 - Change the **Sort By** order to **Newest-Oldest**, to pull the most recent articles to the top.
- 3. Review the **Secondary Materials** content category.
 - Under Content Type, narrow to Law Reviews & Journals
 - Use the author segment search by typing: author(first name /2 last name). This will pull back all publications that the attorney has contributed to or authored.
 - Use the **Timeline** filter or the **Sort By** drop-down menu to find the most recent publications.

Alumni Searches

Building your professional network is one of the best ways to maximize your success in the job market. Connecting with your alumni base is a fantastic way to learn about new fields and gain inside advocates. Follow the steps below to get started!

- Search the name of your school using quotes. (<u>TIP</u>: You can search using your undergrad <u>or</u> law school the goal is to identify & connect with as many alumni as possible working in your field of interest & your preferred location.) <u>Example</u>: Type "New York University School of Law" in the Red Search Box on the Research homepage.
- 2. After running a search of your school name, select **Directories** (under the Content drop-down menu at the top-left) to view attorneys, judges & business leaders from your school(s).
- 3. Narrow the results by location, practice area or additional terms using the Filters.
- 4. **<u>Tip</u>**: Use a terms & connectors search to find alumni working in your preferred firms!

Ex: "New York University School of Law" /s Cravath





Judicial Internships & Clerkships – Researching Judges

To begin, sign onto: www.lexisnexis.com/lawschool

Working in chambers is an excellent way to build substantive legal skills. Law students and recent grads gain hands-on experience with research, writing, analytical thinking, as well as exposure to courtroom practice and procedure.

Hiring schedules vary. Federal judges generally review applications and extend offers for summer positions beginning in mid-December through February. State courts typically have a longer hiring timeline for summer internships, often extending offers as late as April or May. Post-graduate judicial clerkships require more extensive applications — interested students should contact OCS as early as possible, preferably in the fall of the 2L year.

Because these positions are highly coveted and competitive, thoroughly researching your judge is key to maximizing your chance of securing an offer.

Context on Lexis+ offers a one-stop-shop to gather need-to-know intel on a particular judge to help you deliver a stand-out application and nail the interview.

Launch Context on Lexis+

Step 1: From your Lexis+ Research homepage, click the on the upper left, and select Context.



Step 2: Select "Judge" from the drop-down menu on the right-side of the search bar. Begin typing in your judge's name (last, first) in the search field and select from the Word Wheel list.



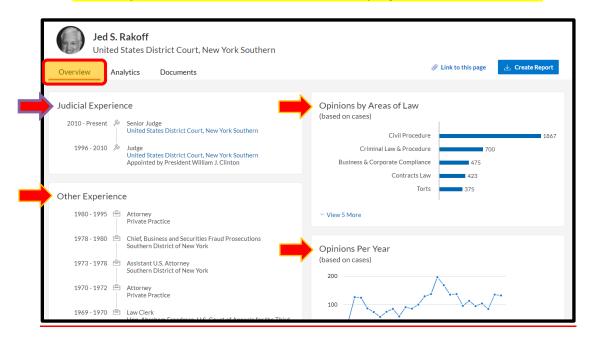
Step 3: Review the Overview, Analytics, and Documents tabs on the report page to begin building your judge's profile.

Overview Tab

Know your judge! It is critical to demonstrate a solid understanding of your judge's background and case history to gain a competitive edge during interviews. The **Overview** page provides:

- High-level background info including the judge's education, experience in practice prior to taking the bench, and judicial history.
- The charts display the number of opinions the judge has written by practice area, as well as volume of opinions by year. At a glance, you'll see how active the judge is in various fields.

Reviewing this information will give you informed talking points, plus the chance to highlight your familiarity with the substantive areas of law the judge deals with most often!



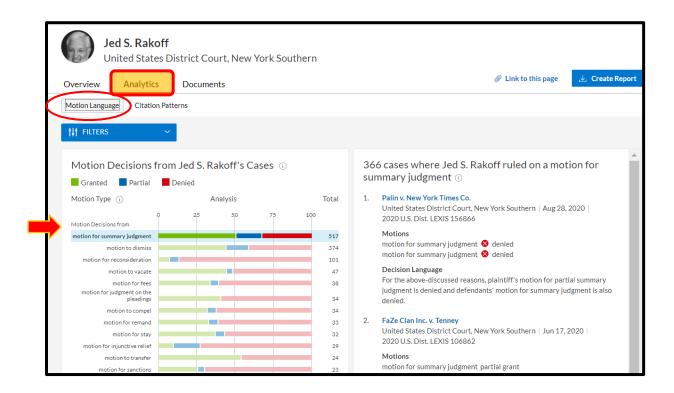
Analytics Tab

Go the extra mile! Context allows you to take your research farther by uncovering your judge's ruling patterns. Under the **Analytics** tab, there are two sub-tabs: **Motion Language** and **Citation Patterns**, which provide insight into how your judge approaches specific motions.

Judicial Analytics will arm you beyond the interview! If you get the job, you'll be in a great position to help your judge craft written decisions by understanding ruling tendencies, as well as the specific cases and language he/she finds most persuasive!

Motion Language

- Instantly see which motions the judge rules on most frequently.
- Use the interactive graph to explore the judge's grant and deny rates on 100 motion types.
- Discover your judge's judicial philosophy and predictable positions (eg. more restrictive vs. more permissive with particular requests to the court).



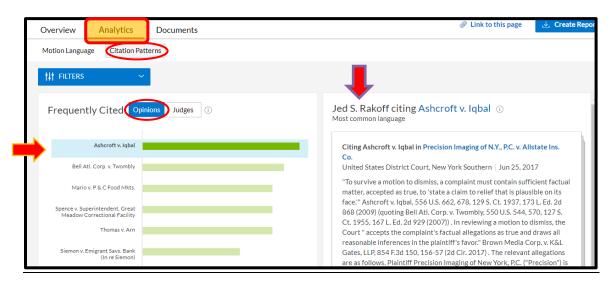
Citation Patterns

Under **Citation Patterns** there are two sub-tabs: **Opinions** and **Judges**, which give you the advantage of knowing the language, cases and judges that are most persuasive to the judge you are researching.

Great opportunity to familiarize yourself with the seminal cases and other jurists that your judge routinely cites when ruling on specific motions!

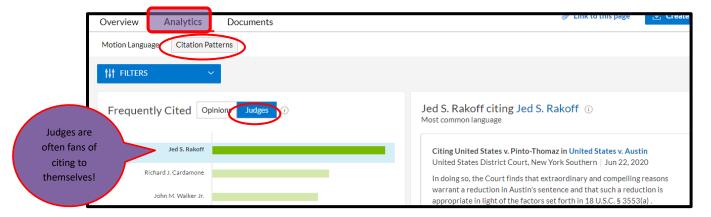
Opinions

- Interactive graph listing the cases your judge relies upon most frequently.
- Click into any opinion on the left-hand side, and the right-hand side will display the <u>specific</u> <u>language</u> from those opinions that your judge most often includes in his own written decisions.
- Use the Filters drop-down menu to narrow by keyword, topic, date, or motion type.



Judges

- Displays, in order of frequency, the judges who authored the opinions your judge relies upon the most.
- Similar to the Opinions display, as you select the names of different judges on the left-hand side, the specific language relied upon is displayed on the right-hand side.
- Filters You can filter in the Judges display just like the Opinions display (key words, motion type, practice area or a combination).

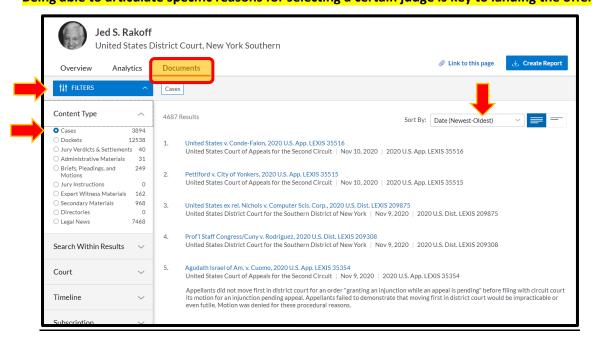


Documents Tab

Judges want to be sure that applicants did not pick them at random! So be prepared to discuss a recent case of interest, an important precedent set, scholarly publications, or a notable mention of your judge in legal news. Without having to run separate searches, the **Documents** page automatically compiles all available materials pertaining to your judge from across Lexis+.

- Key content categories to review include: Cases, Dockets, Secondary Materials written by your judge (treatises, journal articles, practice guides, CLE materials, etc.), and Legal News.
- Use the **Filters** on the left-hand side of the screen to narrow results by key words, date, etc.
- The Sort By option at the top-right allows you to pull the most recent materials to the top!

Being able to articulate specific reasons for selecting a certain judge is key to landing the offer!





Guide to Searching Law Firm Rankings

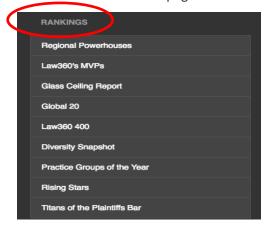
Overview

This Guide will assist you in finding Law Firm Rankings from tops news and legal sources such as Law360, AmLaw, Lex Machina, National Law Journal and Lexis Advance.

Law360

Law360.com publishes a number of law firm rankings each year including Top Firms, Diversity, Regional and Practice Area rankings, and Rising Stars.

- Go to www.law360.com
- You may also access Law360 via the product switcher icon at the top left of the Lexis+ research homepage
- On the Law360 homepage, click the menu icon in the top left corner
- Scroll down and you will see the RANKINGS section
- Click on desired category to read article and view chart.



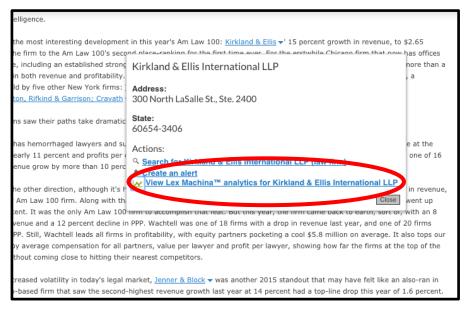
AmLaw

Am Law is synonymous with firm rankings:

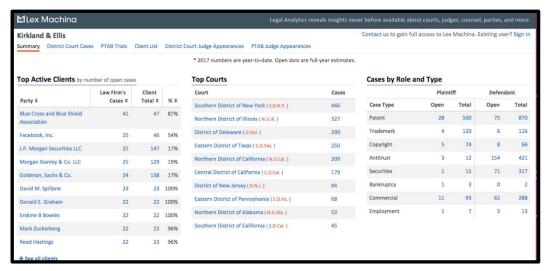
- 2020 Am Law 100: At a Glance
- 2020 Am Law 100: By the Numbers
- 2020 Am Law 100: Gross Revenue
- 2020 Am Law 100: Revenue Per Lawyer
- 2020 Am Law 100: Profits Per Equity Partner
- 2020 Am Law 100: Average Partner Compensation

Lex Machina analytics give you an in-depth view of firm analytics and data.

• While viewing an article on Lexis+, notice the name of the firm is hyperlinked. Simply click on this drop-down menu:



• From pop-up box, Click "View Lex Machina" for detailed info about firm clients, filings, court appearances:



National Law Journal Rankings (NLJ)

Use rankings from the NLJ to find out about HQ, satellite offices, and more!

- NLJ500 (2020)
- Top growth and loss by number of attorneys
- Top 25 firms in five cities: NY, DC, Chicago, LA, and Boston
- Other locations to consider ranked by state



Summer Access and Practice Ready Certification

Prepare to Practice/Certification Program

LexisNexis offers an annual national Prepare to Practice training program in the Spring Semester which is designed to prepare students for internships, summer associate positions, graduate attorney positions and competitive interviews.

Students are tested on their knowledge of key practice skills on Lexis Advance and after successful completion of the program and online quiz, their name is added to a national registry of certified students – <u>Practice Ready Certification Registry</u>. Students are also permitted to add "LexisNexis Certified" to their resumes and Linked In profile.

We offer a menu of area of practice/skills sessions, judicial clerkship/internship training and a career research class. Students can attend these sessions in-person or a virtual option is available. Updated schedules can be viewed on the LexisNexis Law School Homepage at www.lexisnexis.com/lawschool (Upcoming Trainings- View All).

Summer Access – Unlimited

During the summer, students can use their law school Lexis accounts for work in *any paid or unpaid position* in the public or private sector including freelance legal research/per diem work. This was a policy we instituted 5 years ago and it remains in effect. Students need not do anything further for summer access, just login with their school ID as they normally do during the school year.

Graduate Access

LexisNexis provides graduating students with an additional 6 months of free Lexis access. This is particularly helpful for those graduates that still need access to Lexis Advance to conduct job search research.