

**DESIRE & FAITH LLP
INSTRUCTIONS FOR COMPLETING THE FORMS
FOR THE 2009 NALP DIRECTORY OF LEGAL EMPLOYERS**

There are some important changes to watch for when completing the 2009 – 2010 print and online versions of the NALP Forms. NALP has adopted the EEOC demographic categories and this has impacted the narrative description space on the print form. You are still able to provide detailed information on the online version and continue to have the **ability to save a PDF version of your Form.**

Accessing Input Form

Go to <http://nalpforms.org>

Enter your Employer # and Office # as one # (e.g. F262932 for Pawhuska) and password.

Office	Employer/Office #
Houston, TX	D320091
Jackson, MI	D450123
Joplin, MO	F262930
Nacogdoches, TX	F262931
Pawhuska, OK	F262932

Once you have entered your password (if you forgot, we have a list of all the passwords or you can call the NALP office) and select LOGIN, you will get a page which shows the deadline reminder. Check the box that says "I understand. Do not display again unless a new reminder is posted." Read the Overview on the next page before clicking on NALP Form on the left side of the page. The year 2009 should already be selected. Click "Continue" after reading the information provided on the page. You will see your office come up and the option to edit, review or delete the form, select "edit."

Notes:

The form comes with instructions/information printed on most pages.

Every time you select edit to complete/revise any part of the form, you must hit "save" and resubmit the form. Otherwise, your changes will not be reflected.

Don't forget to click "save" after each section. If you hit previous or next without first clicking save, the information entered will be lost.

Survival Tip: You can cut and paste from this document into the form as well as within most sections of the form itself. However, if when saving you get an error message, it is because the program cannot interpret the format of what it considers "illegal" characters such as dashes and quotations. Should this happen to you, go back to the text and type the character directly on the form, cut and paste won't work. Also carefully review the print version of the form. These characters may appear as other symbols in the print version. Again, you will have to type the characters directly.

With the creation of PDF format there is no longer a 2 page version of this form. You can save this PDF version to distribute to law schools and candidates.

Names and Addresses section

If you completed a NALP form on line last year, then the information you entered should be saved in this section. Please review to make sure the information remains the same. Otherwise, please update accordingly. Make sure you select you are a NALP member, otherwise, the invoice will not be correct. Select "N" for Multi=Form and the total # of offices please enter 5. **Be careful, if you use the wheel of the mouse to scroll, you may toggle the y/n selections on the page you are viewing.**

Demographics Data

Enter all of your office data. Be sure that it is up to date using statistics from Payroll report (e-mail attachment) with data as of 2/01/09. Following are the Open GLBT numbers:

	Partners		Associates		Senior Counsel	
	F	M	F	M	F	M
Houston, TX			1	1		
Jackson, MI	1	2				
Joplin, MO		1				1
Nacogdoches, TX		1		1		
Pawhuska, OK		3		1		

Diversity Information

Please put a check mark in all the boxes under the "Diversity, Recruitment and Retention Efforts" section.

Printed Directory (limited character spacing):

Diversity, inclusiveness & collegiality have always been core values that Desire & Faith LLP has promoted and supported in many ways.

Online Directory:

Diversity, Inclusiveness and Collegiality Are Core Values at Desire & Faith

Diversity, inclusiveness and collegiality are core values and a source of pride at Desire & Faith; in fact, the firm's Strategic Vision includes attracting, retaining and promoting diverse lawyers and staff. These values have been promoted within Desire & Faith since its inception. The commitment began with the legendary team of Bonnie Parker and Clyde Burrow. More than 75 years ago, Clyde personally hired and mentored the firm's first woman lawyer, Bonnie Parker, who went on to become the first woman President of the American Bar Association.

Our firm has been very successful in recruiting and retaining our minority and women lawyers. Desire & Faith have received numerous recognitions for their success including recognized by *Multicultural Law Magazine* as a "Top 100 Law Firm for Diversity."

We have made great strides in our efforts to promote diversity both within our firm, and within the communities in which we serve. In spite of our many successes, however, we are not content to rest on our laurels. Always seeking to be a leader in diversity, the firm has implemented several innovative programs to enhance and underscore our diversity commitment, including appointing our first full-time Diversity Partner and Chief Diversity Officer, establishing a Diversity Council, implementing diversity training for all of our lawyers and staff, supporting local diversity committees in each of our offices, expanding firm-wide affinity groups, and executing a comprehensive mentoring program for diverse lawyers.

For more information on Diversity at Faith & Desire, please contact L.C. Barrow, Diversity Partner and Chief Diversity Officer, at (202) IDESIRE or lcburrow@desire.com.

(You can add many offices – but none will be printable – only searchable on the online edition.) I suggest you enter the offices in sort order, otherwise you will have to press save, edit the sort order and press save again. Don't forget, you should not include the office for which you are reporting in the "other offices" section.

Faith & Desire Lawyers as of 2/01/09:

Please do not include contract attorneys (e.g. attorneys hired through an agency for a limited period of time or a temporary project) in your demographic data. Senior Counsel, staff attorneys and other attorneys hired directly by D&F should be included with the associate count and Of Counsel should be included in the partner count.

OFFICE	Sort Order	TOTAL PARTNERS/ASSOCIATES (including Senior Partner Retired and those on LOA)
Houston, TX	3	46
Jackson, MI	5	8
Joplin, MO	2	127
Nacogdoches, TX	1	134
Pawhuska, OK	4	36
Total		351

Practice Areas (Comprehensive instructions listed on the form.)

List the practice areas that are specific to your office. Note that the numbers of lawyers reported in this section do not necessarily need to match the total numbers of lawyers in the demographic area of the form, hence allowing for lawyers practicing in more than one area to be counted more than once. If you need help on this, please talk to your Marketing Department or your Business Manager. Use the spreadsheet that we obtained from Payroll (e-mail attachment) with the specific attorney practice area listings.

Partnership Information

We have a 5 tier partnership structure (so answer yes to that question) and the track is a minimum of 12 years. You will be able to type Min. 12 in the first box. Then in the Additional Partnership Progression Information box for the printed directory you can type "Minimum of 12 years." Directly below that box is another box for the online directory. Type "Minimum of 12 years" in that box as well.

Employment Information

This section is self-explanatory. You need to list the number of laterals, post clerkship, entry-level and LL.M. (US and foreign) hires and indicate in the next column whether any of those hires were former summer associates (SAs). You also need to provide the expected number of hires for 2010. "TBD" (to be determined) is always an option. Talk to your Hiring Partner if you need help on this.

Enter the 2009 salary data for your office. If your office compensation includes a study stipend, add an "*" next to it (i.e. 60,000*). In the **Clerkship/Credit/Supplemental Compensation** section (you will find it by clicking on the Hours/Benefits link in the left column of the page) under "Other Compensation," enter an asterisk (*) and indicate that in addition, you offer a study stipend in the amount of \$100. This will be the section where you will describe any other monetary benefits that are part of your entry-level compensation package. Please note the same information should be entered twice, the first box for the printed version and the second box for the online version.

Additional Employment Data

In this section, enter the additional employment information for your office. If your office has a practice of hiring school term clerks select "Y." Next to 1L's select "Y" if your office hires 1L students. As you know, we typically do not hire 1L students since the primary goal of our summer associate program is to hire students for the next entry-level class of associates. If your 1L hiring is dependent on the number of 2L acceptances, please select "TBD". If you do hire 1L's, then enter the date after 12/1 you would like to start receiving applications.

In response to the question about split summers, please enter "CBC" (case by case), our split summer minimum should be 12 weeks. We have made some exceptions to this in the past, such as returning summer associates, but for summer associates who have not been with the firm before, 12 weeks is the minimum amount of time that we need to assess their candidacy as an associate.

Under "Do you accept applications for the 2010 Summer Program from" select "N" for joint degree students graduating in 2012, evening students graduating in 2012, and students at non-US law schools. Unfortunately, they have done away with the "CBC" selection for these questions. As to judicial clerks, please select "Y."

LL.M. Hiring Information

Next to "do you hire domestic LL.M.'s" select yes then enter Taxation as the practice area.

If your office has a foreign internship program such as Joplin, next to "do you hire foreign LL.M.'s" select "Y." In the section provided for the practice areas, explain the program for your particular office whether the internships last 4 months, etc. Following is what I have entered for the Joplin office:

In what practice areas: We provide foreign internship opportunities which run for a period of 4-5 months. (There is a limit as to the number of characters that can be entered in this section.)

When should LL.M.'s submit applications: Applications may be submitted at any time.

Preferred application materials: Statement of interest, 2 recommendation letters, visa & resume. (There is a limit as to the number of characters that can be entered in this section. The lack of spacing is not an error.)

Notes

In this section enter the "Hiring Criteria" as described below:

Printed Directory (limited character spacing):

We seek candidates with superior academic credentials and diverse backgrounds who aspire to become leaders in the legal profession and in their communities.

On-Line Directory:

We seek candidates with superior academic credentials and diverse backgrounds who aspire to become leaders in the legal profession and in their communities. Candidates seeking positions at Desire & Faith must have the ability to excel as lawyers and the desire to promote Desire & Faith's commitment to its clients and communities. We value students who have law review or journal experience and an interest in our fields of practice. The Firm also actively recruits federal judicial clerks.

Billable Hours

We do not provide average annual associate hours worked or average annual associate hours billed.

-Is there a minimum billable hour expectation? Select yes and enter 2900 as the minimum billable hour expectation.

Hours policy details: Qualified pro bono work approved on a local level will be credited to billable hours.

-Is billable hour credit given for pro bono work? Select "Y."

-Is there a maximum that will be credited? Select "N."

-For bonus consideration, is a pro bono hour equivalent to a billable hour? Select "Y."

Clerkship/Credit/Supplemental Compensation

We do offer judicial clerkship bonuses, select "Y." We also offer compensation/progression credit for judicial clerkships. You should select "CBC" in response to compensation/progression credit for other advanced degrees.

Other Compensation: As referenced in the Employment section, this is the section in which you can indicate the starting salary listed includes a study stipend (if applicable to your office). Also explain any other monetary benefits, if applicable, that are part of your entry-level compensation package.

* The salary listed includes a \$100 study stipend. In addition, the firm reimburses for Bar exam fees and Bar review course for entry-level associates.

* The firm reimburses for Bar exam fees and Bar review course for entry-level associates.

Don't forget to start the sentence with an asterisk. Please note there is a limit as to the number of characters that can be entered. Review to make sure the information you have entered is not cut off at the end. You will have to copy and paste this information again in the text box for the online directory.

Benefits Section

Please be sure the benefits listed are consistent with those offered by your office. If your office does not offer parking as a benefit, do not include it. If your office does not have some kind of day care arrangement, you should also not include it.

Text for "Benefit Package" box:

We offer one-week paid vacation per year; 201(k); comprehensive health, dental and vision plans; parking allowance (at some locations); pre-tax dependent care and healthcare debit card program; pre-tax transit and parking program (at some locations); parental leave (maternity, paternity, adoption); emergency daycare (at some locations); business casual dress (at some locations); employee assistance program; CLE and Bar association fees.

Campus Interviews:

Campus Interviews for prior year: Start with the number "40" as listed in the 2008 fall on-campus interview schedule (doc. #4401005) and add any regional schools your office visited last year. You can select more than one school at a time by pressing the control button while clicking on your selection. Once you have highlighted those you need, click on the arrow key in the middle of the box to transfer your selections to the "Selected Campuses" box.

Job Fair/Consortia: Refer to the 2008 fall on-campus interview schedule (doc. #4401005) and enter the national job fairs listed plus any local job fairs in which your office is planning to participate.

Job Fair/Consortia: Start with the number "12" as listed in the 2008 fall on-campus interview schedule (doc. #4401005) and add any regional job fairs in which your office participated last year.

Work/Life Information

-Is part-time allowed? **Select "Y."**

-Is part-time available to entry-level? **Select "CBC."**

Following are the part-time numbers:

	Partners		Associates		Senior Counsel		Other	
	F	M	F	M	F	M	F	M
Houston, TX		1						
Jackson, MI	1				2			
Joplin, MO	1		3		2		1	
Nacogdoches, TX	1	5	1			1		
Pawhuska, OK			1		2			

- **Eligibility for alternative work schedules determined by:** Section leader

Select "Y" next to paid non-medical parental leave and enter the following in the "comments" box:

Desire & Faith provides all lawyers with up to 16 weeks of Parental Leave per year for the birth or adoption of a child.

Training and Professional Development

-Select "Y" for coaching/mentoring program.

-Select "Annual" for evaluations.

-Select "Y" for upward reviews.

-Select "Y" for professional development staff.

-Select "Y" for billable hour credit for training time.

-Select "Y" for rotation for junior associates between departments/practice groups as well as for mandatory rotation.

Pro Bono Information (Printed and Online Directory)

We will be reporting firm-wide pro bono information. Select we report pro bono participation as a percentage of the firm's billable hours: **10%**.

-Enter "75" as the average hours per attorney last year.

Participation last year: 100% Associates; 75% Partners/Members; 52% Other Lawyers

Pro Bono Information (Online Directory)

-Is there a minimum number of hours you request/encourage your attorneys to spend on pro bono work? Select "Y" and enter the number "75."

-Average hours per attorney last year: 80.5% Associates; 55.5% Partners/Members; 77.5% Other Lawyers

-What percentage of attorneys performed more than 20 hours: 75

-What was the number of actual pro bono hours contributed by the organization in the prior calendar year? 75,236

-Does the organization maintain a formal pro bono policy that sets for the organization's commitment to pro bono: Select "Yes."

-How does the organization define what constitutes pro bono legal work?

Please see Desire & Faith's policy on Pro Bono Legal Services at <http://dflaw.com/id407/>.

-Does the organization set annual goals regarding the minimum number of pro bono hours to be contributed by the organization? Select "Yes" and enter "75*".

-Does the organization set individual attorney goals regarding the minimum number of pro bono hours to be contributed? Select "Yes" and enter "75."

-Is an attorney's commitment to pro bono activity considered a favorable factor in advancement and compensation decisions? Select "Yes."

-If yes, to what extent? *Our goal is to contribute 75 hours per attorney per year.

Please see Desire & Faith's policy on Pro Bono Legal Services at <http://dflaw.com/id407/>.

-Are full time support services (word processing, online research Lexis/Westlaw, out of pocket costs) available for pro bono representation? Select "Yes."

If so, are there any limitations? None

-Are associates provided written evaluations of their work on pro bono matters? Select "Yes."

Does the organization employ one or more of the following structures to manage its pro bono program and to provide training and guidance to participating attorneys? Place a check mark by #1 and #4: Full-time attorneys in a dedicated pro bono coordination /oversight role and Non-attorney administrator.

How is pro bono work assigned/distributed? Please see Desire & Faith's policy on Pro Bono Legal Services at <http://dflaw.com/id407/>.

-If an associate is permitted to bring a pro bono case for possible consideration by the firm, who makes decisions about whether the firm will handle the matter: Place a check mark by "Other" and enter: Please see Desire & Faith's policy on Pro Bono Legal Services at <http://dflaw.com/id407/>.

-Does the organization provide any of the following to enable its attorneys to participate in pro bono activities or work in a public interest setting? Select "Fellowships" and under

description enter: Bonnie & Clyde Fellowships are awarded to students with outstanding academics who have usually completed federal clerkships. After serving 4 years they join a practice area as 3rd-year associates.

Are pro bono opportunities available for summer associates? Select "Yes."

-Additional comments text box: For more information on Desire & Faith's pro bono program please visit our website <http://dflaw.com/id103/>, or read our annual pro bono newsletter, "Doing Good", found at <http://dflaw.com/id456621/>.

What are some of the areas in which your firm has performed pro bono work in the past year? For some time, Desire & Faith has concentrated on fairness in the administration of the death penalty, indigent defense reform, prison litigation and immigration. For further information, we invite you to review the Pro Bono Services Team newsletter, "Doing Good", by visiting <http://dflaw.com/id456621/>.

Public Interest Fellowship

We do sponsor the Bonnie & Clyde Fellowships; please select "Y."

Text for “Public Interest Fellowship Comments” section

Printed Directory (limited character spacing):

Bonnie & Clyde Fellowships are awarded to students with outstanding academics who have usually completed federal clerkships. After serving 4 years they join a practice area as 3rd-year associates.

Online Directory:

Bonnie & Clyde Fellowships are awarded to students with outstanding academics who have usually completed federal clerkships. Fellows spend their first 4 years primarily doing pro bono work and, possibly work on selected cases for our regular paying clients. They are then assigned to one of the firm's practice areas, usually litigation, as 3rd -year associate.

Text for “Non-Discrimination Policy” section

Desire & Faith is committed to providing equal employment opportunity by recruiting, hiring, training, promoting and compensating employees without regard to race, color, religion, gender, national origin, age, marital status, sexual orientation or disability.

Text for "Narrative" Section – Printed Directory (limited character spacing)

Desire & Faith provides outstanding career opportunities for lawyers at all levels. The firm is well known for its high-quality legal work, client service, commitment to diversity, *pro bono* work and community service. Our goal is to have a positive impact on our clients, our communities, our profession and the lives of our employees and their families.

The firm offers associates career support and guidance - from a formal summer associate program to career coaching, training, evaluation and mentoring programs.

Since 1940, Desire & Faith has funded a Special Team to handle *pro bono* matters for those that could not otherwise afford representation.

NOTE: The line between paragraphs is omitted; the first paragraph is not indented and the font is smaller; all intentionally. Otherwise the narrative will not fully print in the PDF format.

Text for “Narrative” Section - On-Line Directory:

Desire & Faith provides outstanding career opportunities for lawyers at all levels. The firm is well known for its high-quality legal work, client service, commitment to diversity, *pro bono* work and community service.

Desire & Faith’s summer associate program is structured to provide exposure to many diverse practice areas. Summer associates work on substantive matters and observe conferences, negotiations, oral arguments, closings, depositions, hearings and trials. These experiences provide a broad foundation to assist them in selecting an area of practice in which to specialize.

REVIEWING FORM

Once you have completed the form, choose VIEW/PUBLISH FORM. The PDF format may take several seconds to compile so please be patient. The PDF format will be printed in the NALP directory and also used for distribution. It is crucial that the form be proofread and contain no errors. You should have more than one person review it for you, including your Hiring Partner. If you want another set of eyes on the form, feel free to send it to me and I will review it for you. Once you are certain there are no errors on your form, save an electronic copy by clicking on View Form and then save the file onto your computer system.

Select to pay with a check when you submit the form. Print the form as instructed but do not process a check request. Forward the invoice to my attention. I will be sending NALP one check covering all of the offices. **By February 30th, your form must be completed and error free.** At that time, NALP will download the information and will send to the printer. Please e-mail me a copy of the file containing your final submission. I will add them to a folder in the recruiting worksite so each of us can print a master set. You can then use this master set to duplicate and forward to the law schools. The forms print close to the edge of the paper. When copying your forms, make sure all the data is captured.

Thank you!

6182260_v1