



Employment Report and
Salary Survey Data
for the
—— Class of 2019 ——

Instructions for
Compiling and
Reporting

Deadline for Submitting Your Data to NALP:
April 15, 2020

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Getting Started

This booklet contains important information and definitions needed to collect information from your graduates and to submit that information to NALP. Regardless of your method of submission please help ensure the integrity of the survey results by reading this entire booklet first and by referring to it as you compile your survey results.

- **The Class of 2019 is defined as persons graduating with a JD degree between September 1, 2018 and August 31, 2019.**

This includes joint degree students who may not complete the second (non-JD) degree at the same time. However, for ERSS purposes, you will be reporting on employment status as of March 16, 2020. (The normal reporting date of March 15 falls on a Sunday this year.) This point in time after graduation — 10 months for the typical May graduate — allows for bar passage and licensure. Because the time span over which graduates obtain post-graduate employment is great, you can and should start to collect that employment information well before graduation. However, this extended timeframe also means that plans and circumstances can and do change in the time leading up to March 16. A December (or six-month) survey is therefore highly recommended, to include at a minimum those graduates for whom you have no information, those who were not employed at the time of an earlier survey, and those known to be in a short-term or temporary situation, e.g., a fixed duration project. The December survey may also be used to confirm the status of graduates who reported that they were employed on an earlier survey. If the graduate is employed but actively seeking other employment, report the details of the job held as of March 16.

- **Before you begin entering the information from your graduate surveys or transferring it to the survey forms, it is important for you to look at the surveys carefully, and to critically review responses that appear to be inconsistent, unusual, or in error.**

Use your professional judgment and knowledge of the local job market, the definitions in this booklet, and your own experiences with the graduate to help you. Adjustments based on your knowledge or follow-up with the graduate may be necessary. If your students/graduates input their own information, your review is even more important. You should also familiarize yourself with the ABA Guidance Document: *Employment Protocols for the Class of 2019*. NALP's *Best Practices Guide for Managing Law School Employment Outcomes*, prepared by and for career services professionals, is also a useful resource. It is posted at www.nalp.org/uploads/2015BestPracticesLSEmploymentOutcomes.pdf.

- **Provide one electronic record (or form if you are submitting paper surveys) for each JD graduate in your Class of 2019, including those for whom you do not have employment status information.**

For those graduates for whom you do not have employment information, provide as much demographic information as possible. Providing a record for each graduate is vital to ensuring the most comprehensive information possible on the Class of 2019. Exception: You do not need to provide a form or record for a 2019 graduate who is deceased.

- **If you are using forms and need more, please contact NALP. Do not use photocopies or forms from prior years. (Unused forms do not need to be returned to NALP.) Responses may be indicated with a ✓ or X.** Using a pencil is recommended to facilitate making corrections. Before returning your completed survey forms to NALP, make sure you have a copy of the information as backup in case of loss or damage of the originals or in the event that NALP needs to contact you with questions about your data. Be sure to copy both sides. You may use the pre-printed numbers on the forms to cross-reference with graduate names. Alternatively, you may number the forms submitted to NALP in the upper right-hand corner with a number corresponding to the number you assigned to the original survey form.

- **Also included in this package of ERSS materials are some guidelines and materials for surveying your graduates.** Please read them carefully. Please do include the “NALP Graduate Employment Survey for the Class of 2019 Frequently Asked Questions” (or your own version thereof) when you survey/request information from your graduates. If you will be submitting your data to NALP using survey forms, please do not mail the numbered survey forms to your graduates. Instead, either use the enclosed “Graduate Survey Form,” or use your own survey. Transfer information collected from your graduates onto the numbered survey forms for submission to NALP.

➔ **Note:** Each of the software packages available for tracking and reporting graduate employment data varies with respect to how items are named and appear on your screen, and the built-in validity checks, missing data reports, and data items required to be completed for each graduate. Consult your documentation or software provider for more information.

Note: For purposes of this instruction booklet, ‘employment status’ refers to reporting of the graduate as either employed or not employed, e.g., seeking work, not seeking work, continuing studies, start date deferred, status not known. ‘Job type’ refers to the kind of job, e.g., bar passage required/anticipated, other professional. ‘Employer type’ refers to the kind of employer, e.g., law firm, government, and any further descriptors/categories, e.g., local government prosecution, business-accounting.

Before you submit your data...

Please check your graduate employment information carefully for the following common scenarios before you submit your data:

1. The number of graduate records on the file or on paper differs from that noted in your data submission information. Please confirm the count of graduates and that there is a record for each Class of 2019 graduate. If you use Symplicity, be sure that you submit only the 10-month data.
2. The file format is not correct for your submission type. Symplicity users need to submit an .xml file. 12Twenty users should submit a Microsoft Excel file.
3. A graduate is reported as employed (that is a job type is reported, e.g. bar passage required/anticipated, other professional) but no employer type information is reported, or an employer type is reported but job type is reported as unknown. While it is recognized that in some cases you have no information about the employer, if you do have information, please report that information even if it is incomplete. For example, if a graduate reports that she is working for a firm in Atlanta, but does not report the size of the firm, do report that the job is in a firm in Atlanta. Likewise, be certain that the job type reported for an employed graduate is reported as unknown only if it is truly unknown.
4. The employer type reported conflicts with the job type reported. For example, the employer type is reported as “local government prosecutor,” but the job type is reported as “JD Advantage.” Or, the business job type is reported as “in-house lawyer” but the general job type is reported as “Non-legal professional.” Remember that the prosecutor, public defender, JAG Corps and business in-house categories are for those jobs specifically, and not for graduates who may be working in the office but in another capacity, e.g., as a law clerk or paralegal.
5. Government or judicial clerkship jobs are reported as being at “other” or “unknown” level of government, but in the U.S. or a U.S. territory; or the government job type is reported as “other.” Most government and clerkship jobs are with either federal, state, or local governments, including county/parish governments. Examples of truly “other” levels of government are tribal government, the UN, and all governments in other countries, including governments that are the equivalent of a federal government. Nearly all government positions that are not in the military, an agency honors program, with courts, with a legislature, or as prosecutors can be categorized as executive/administrative agency positions. This includes jobs as law clerks within an executive/administrative agency, and jobs in local government, including law enforcement.
6. Law firm office size exceeds total law firm size. NALP analyses use total law firm size, so it is vital that this information be correct.

(continued)

7. A graduate is reported as a solo practitioner, but the job is other than bar passage required/anticipated or attorney (for example, the job is reported as JD Advantage law clerk), or the source of the job is other than “started own practice” (for example, the source is reported as “job posting” or “referral”). Remember that the “solo” size category is only for graduates who have truly “hung out a shingle” and have done so as of March 16. It does not include graduates working for a solo practitioner (report the firm size as “1-10” for any such graduates), or graduates who have formed a business for the purpose of performing legal contract work for other attorneys (report such graduates as “business—other” with business job type “self-employed.”) By definition, the timing of the “job offer” for a solo practice is after bar results.
8. There are numerous attorney positions in law firms reported as “staff attorney.” Most entry-level attorney jobs, including those at smaller firms which may not have a partnership track as such, should be reported as “entry-level attorney or associate” jobs. The staff attorney category is reserved to describe certain jobs, usually in larger firms, where the firm hires both partnership track and non-partnership track attorneys. It can also include instances where the firm hires attorneys on a project or fixed-duration basis. The staff attorney term describes the non-partnership track position, regardless of the actual job title used at a particular firm.
9. The graduate is reported as employed at a law firm, but other descriptors of the job — that it was obtained through a legal temp agency, is of fixed duration, or that the graduate continues to seek a different job — suggest that the graduate is working for a legal temp agency rather than a firm. If the graduate is working for an agency, the employer category is “business — legal temporary agency,” regardless of where the agency has placed the graduate. If the graduate started as a legal temp, and was subsequently hired by the firm prior to March 16, then the firm employer should be reported. If that subsequent job is long-term/permanent or the graduate is no longer seeking a different job, be sure to update the information to reflect those circumstances.
10. A graduate’s job is reported as bar passage required/anticipated, but timing of the job offer received after graduation is reported as ‘not applicable; no bar exam taken.’ This choice is not logical for a bar passage required/anticipated job, where timing after graduation must be either before bar results (which can include before the bar exam was taken) or after bar results. The ‘not applicable’ option is for jobs not requiring sitting for a bar exam.
11. A description of the job or employer doesn’t appear to fit with the job or employer category reported. For example, the job is reported with a law firm, but is also described as “teacher.” Make certain that descriptions reported are not “left over” from previous job information that is not applicable as of March 16.
12. The salary reported appears unusually high or low for the circumstances. For example, the graduate is a prosecutor, but the salary exceeds \$100,000, or a part-time job has a salary of \$75,000. It is not necessary to report salaries for part-time jobs, or jobs lasting less than a year. If you do record such salaries, do not annualize them.
13. The salary is reported as an hourly or weekly figure. If the job is full-time and long-term, the salary should be annualized for NALP reporting.
14. Stipends apply primarily to law school funded positions and fellowships and can be reported for part-time and/or short-term jobs. Be certain that the stipend amount reported fits with the stipend period. For example, \$13,000 per month is probably not correct.

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APRIL 15, 2020

ERSS Definitions and Terminology

The section on the following pages contains general definitions and instructions designed to be helpful and offer direction regardless of the method you use to submit your data. The phrase “check the appropriate box,” or variations thereof, is used for simplicity, but includes the electronic equivalent. Likewise, the term “item” refers to a question in general, whether it be on a form or in a data file as a field. Letter/number references conform to the “Graduate Survey Form — Class of 2019,” which is included starting on page 16 for your reference.

I. Demographic Information

Please complete as much of this information as possible, including for any graduates for whom employment status is not known. Many analyses depend on complete demographic information.

Gender Identity & Sexual Orientation

- Students and graduates should be encouraged to self-identify as to gender identity and sexual orientation.
- Gender Identity: Allows students and graduates to identify as male, female, or as neither male nor female, and additionally to identify as transgender.
- Sexual orientation: Allows students and graduates to identify as heterosexual, gay/lesbian/bisexual, or other.

Race/Ethnicity

You may check up to two boxes. **Special comments:**

- Although Hispanics may be of any race, please classify them as Hispanic.
- Graduates of European descent, e.g., Italian, Polish, German, Irish, Swiss, should be classified according to their race, which is most likely Caucasian. The same is true for graduates from Iran, Egypt, etc. Graduates of specific religious affiliations, e.g., Jewish, Muslim, should be classified using the appropriate racial category.
- The Black/African-American category includes not only African-Americans but also Blacks from any other part of the world, such as Africa or Jamaica.
- The Asian category includes individuals having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- The Native Hawaiian or other Pacific Islander category includes individuals having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Age

Complete either age at graduation or birth date.

You may complete either age at graduation or birth date, whichever is easiest at your school or whichever your software allows. It is not necessary to report exclusively using one method. If you complete the birth date item, use the format required by your software. On paper surveys, use the “mmddyy” format, e.g., 091189 for September 11, 1989. If you have no information on age, both items can be left blank.

Disability Status

Indicate whether or not the graduate has a disability. An individual with a disability is anyone who has a physical or mental impairment that substantially limits major life activities such as walking, thinking, talking, breathing, or working. Individuals with a disability include those with conditions such as AIDS, epilepsy, and asthma, but not those with an alcohol or drug addiction. If the graduate does not have a disability, be sure to check “No.”

Veteran Status

Check either choice as appropriate.

Transfer Student

Indicate whether or not the graduate was a transfer student. This information should be available and reported for every graduate.

Program Type

Check only one.

Check the appropriate box to define the type of program attended by the graduate while earning his or her JD degree. If the graduate attended both types of programs, check the box for the program type at graduation. This information should be available and reported for every graduate.

II. Job Information

POST-GRADUATE EMPLOYMENT STATUS AND TYPE OF JOB

These questions are the most important of the entire survey, as they describe the basic employment status—that is whether a graduate is employed or not as of March 16, and for employed graduates the nature of the graduate’s primary job.

PLEASE DO NOT LEAVE EMPLOYMENT STATUS BLANK.

If you do not know the graduate’s employment status, please be certain to select “unknown” for this item when entering your data. In the case of graduates whose employment status is unknown, the rest of the questions are not applicable. If you are using survey forms to submit your data, employment status and job type are combined into one item labeled “Basic Employment Status.”

TO BE CONSIDERED AS EMPLOYED, the graduate must be in a position where he or she receives a stipend or a salary and the graduate must be performing the duties of the position as of March 16, 2020. A job that starts on March 17 for example, does not meet the bright line March 16 date. A stipend is a form of compensation often used for an internship or apprenticeship. It is a payment or payments that represent a set amount for a fixed period of time or for a project’s duration. For example, a stipend might be \$2,000 for two months or \$7,000 for the length of a project. Compensation that is paid at an hourly rate is not a stipend. For example, if a graduate is working at an hourly rate as a law clerk or in a part-time job that is not law-related, the graduate is receiving a salary and not a stipend. A nominal payment that bears no relationship to work performed, e.g., \$125 per month, is neither a salary nor a stipend, and a graduate working under such circumstances is a volunteer.

- An offer of employment which a graduate may have accepted but for which the start date is after March 16, for whatever reason (e.g., a judicial clerkship scheduled to start in the fall of 2020 or an assistant D.A. who will start on March 18, or April 1) cannot be reported as the job held as of March 16. The only exception to this rule is the case of a graduate who has an accepted and confirmed JAG Corps job; that job should be reported to NALP (see page 12).
 - Interim work—In cases where a graduate has accepted a job that will start after March 16, 2020, but has an interim job as of March 16, 2020, the interim job should be reported.
 - A graduate who turned down a job offer (and did not accept another offer instead) is not considered as employed and should be reported as either seeking or not seeking a job, whichever is appropriate for that graduate.
- Employment thus is in contrast to a VOLUNTEER POSITION**, which pays neither a stipend nor a salary. Volunteer positions may include, in addition to individual volunteer opportunities, structured volunteer programs/positions that may require a commitment of six months or more, that may lead to paid employment or may even be required to obtain a paid position with that employer in the future. If the graduate is not employed, provide information about volunteer activity, if any, and also indicate if the graduate is seeking a job or not seeking a job.
- **Enrolled in a Full-time Degree or Certificate Program.** This category includes both degree-granting and continuing education certificate programs. The degree being pursued may be either law related (e.g., LL.M.) or not (e.g., Ph.D.). If this item is checked, leave subsequent questions related to a job blank. If the graduate has a part-time job that is concurrent with full-time graduate study, the status should be reported as Enrolled in a Full-time Degree or Certificate Program. If the graduate has a full-time job that is concurrent with part-time graduate study, the status should be reported as Employed. “Full-time” enrollment refers to whatever course- or credit-load defines full-time at an individual’s school.
 - **Employed—start date deferred.** The graduate has accepted a written offer of employment by the March 16 reporting date, but the start date of the employment is subsequent to March 16. In order to qualify for this category, the start date must be identified with certainty, and must be reported in item 7.
 - **Seeking Work.** Graduates “seeking work” are not employed in any capacity outside the home and are seeking paid employment. A graduate who is performing volunteer work and is seeking paid employment is

included. Also included is a graduate who was offered a position, turned it down, and is seeking another position as of March 16, 2020. A graduate who is studying for the bar exam and is not employed as of March 16, 2020 is considered to be seeking paid employment. A graduate who is employed as of March 16, 2020 but seeking another job should be reported in an employed category.

- **Not Seeking Work.** Those “not seeking work” outside the home are not in the labor force. This category includes graduates who are not seeking because of health-related or family circumstances, or because of personal choice (e.g., graduate’s serious medical condition, dependent care responsibilities, or travel in lieu of employment). A graduate doing volunteer work and not seeking paid employment should be counted in this category. Also included is a graduate who was offered a position, turned it down, and is not seeking paid employment as of March 16, 2020.
- **Employment Status Unknown.** If you have no information on the graduate’s status mark this choice to signal that the graduate is truly an “unknown.”

Type of Job

- **Bar Admission Required/Anticipated.** This job type requires that the graduate pass the bar and be licensed to practice law in one or more jurisdictions. These jobs may be in a law firm, business, government, or non-profit setting. This category also includes positions which require the individual to pass the bar after being hired in order to retain the position. Absent information to the contrary, job titles presumed to fall into this category include: associate; attorney; lawyer; staff attorney; solo practitioner; in-house counsel; Judge Advocate General; prosecutor/district attorney; public defender. Also, note that, for purposes of reporting to NALP, judicial clerkships (as defined on page 12) are considered as Bar Admission Required /Anticipated jobs, regardless of the employer’s perspective. Finally, note that these titles refer to jobs, and not the office. Other kinds of jobs taken in, for example, a district attorney’s office can not be presumed to be Bar Admission Required / Anticipated. A fact-based inquiry would be required to make this determination.
- **JD Advantage.** Jobs in this category are those for which the employer sought an individual with a JD, and perhaps even required a JD, or for which the JD provided a demonstrable advantage in obtaining or performing the job, but itself does not require bar passage, an active law license, or involve practicing law. Examples of positions for which a JD is an advantage include a corporate contracts administrator, alternative dispute resolution specialist, patent agent, landman, tax associate, government

regulatory analyst, FBI agent, and accountant. Also included might be jobs in personnel or human resources, jobs with investment banks, jobs with consulting firms, jobs doing compliance work for business and industry, jobs in law firm professional development, and jobs in law school career services offices, admissions offices, or other law school administrative offices. Doctors or nurses who plan to work in a litigation, insurance, or risk management setting, or as expert witnesses, could fall into this category, as could journalists and teachers (in a higher education setting) of law and law related topics. In some jurisdictions and for some employers, jobs such as law clerk or paralegal may be considered as JD Advantage. A fact-based inquiry would be required to make this determination. It is an indicator that a position does not fall into this category if a JD is uncommon among persons holding such a position.

- **Other Professional Position.** A position in this category is one that requires professional skills or training but for which a JD is neither required nor a demonstrable advantage. It may or may not require certification or a degree specific to that position. Examples of jobs in this category include a math or science teacher, business manager, or performing arts specialist. Other examples include professions such as doctors, nurses, engineers, or architects, if a JD was not demonstrably advantageous in obtaining the position or in performing the duties of the position. Distinguishing between professional and non-professional requires fact-specific determinations. Questions to consider include: Does the graduate work in a professional setting; does the job require specialized training; does the job require or provide ongoing professional development; is the job salaried as opposed to hourly; is there a professional career path for advancement; does the job include supervisory responsibility for other employees; does the job require professional judgment or expertise?
- **Other Non-Professional Position.** A “non-professional” position is one that does not require any special professional skills or training. Such a job may be one taken on an interim basis and not viewed as part of a career path.
- **Working—Type of Job Unknown.** This category may be used for a graduate known to be working, but for whom you do not have information as to the type of job, i.e., bar passage required/anticipated, other professional, etc. Nonetheless, you must have documentation that the graduate is employed.
- **Full-time vs. Part-time.** For purposes of this survey, a “full-time” position is defined as typically working a minimum of 35 hours per week, regardless of the terms of employment. That is, full-time positions may

be either long-term or short-term. “Part-time” refers to employment not meeting the above criteria. Note that the terms “full-time” or “part-time” are used to describe individual jobs, and not the total number of hours worked per week.

For each employed graduate, please complete information on timing of the job offer, job start date, job source, job duration, presence of law school funding for jobs of fixed duration, search status, employer type, job location, and salary. If a graduate is unemployed, or the graduate’s employment status is unknown, these items are not applicable.

Timing of Job Offer

The timing question has two parts, which should be answered for the job held as of March 16. First, indicate whether the job offer was received before graduation or after graduation. If the offer was received after graduation, answer a follow-on question concerning the timing of the offer relative to bar results: before bar results; after bar results; or timing relative to bar results is not applicable because bar exam/passage is not required for the job. Note that for a job that is bar passage required/anticipated, one of the first two options should be chosen. The third option is for jobs where taking the bar exam is not required, e.g., a JD Advantage job or other professional job.

Leave the items blank if timing is unknown.

Note that for the second timing question, you should report timing of job “offer” relative to bar results as “after bar results” for a graduate who has opened his/her own practice as of March 16.

Finally, the first timing question cannot be used to calculate the percentage of the class employed before graduation. First, this item pertains to employed graduates, rather than the whole class. Second, although a graduate may have had a job offer before graduation, or as of graduation be continuing in a job held prior to or during law school, by March 16 the specifics of employment at that time, including when the graduate obtained the job, may have changed.

Job Start Date

Please complete only for employed graduates.

Report the date on which the graduate started the job held on March 16, 2020. If a graduate has continued with a previous employer, but obtained a different job after obtaining his or her JD, report the date that the graduate started in that new position. In cases where the graduate obtained a law clerk position that would transition to an attorney position upon bar passage, report the start date for the law clerk job.

Source of Job

Please mark only one for employed graduates.

Please mark the one choice that best describes how the graduate learned of and made ***initial contact*** with the employer for the primary job reported. Even if the graduate continues to seek other employment, answer the question for the job reported. Leave the question blank if source is unknown.

→ NOTE:

- Many graduates obtain their post-graduate employment as the result of a job, internship, or externship held during the school year or during the summer. Summer associate positions, school-term clerk positions, and internships are examples. To the extent possible, report how the graduate obtained the temporary job opportunity that led to the permanent job. For example, the summer associate position might have been obtained through fall OCI; the internship opportunity might have been posted in the career services office.
- The job posting category includes postings at another school’s career services office.
- The choice of “Response to non-CSO job posting, either in print, or online” refers to where the job was posted, not to the application process. Many applications are completed online, but this does not describe how the graduate learned of or made contact with that employer.
- A job taken with the family business or firm, should be reported as obtained as a result of networking, or returning to/continuing with the job held prior to law school, as appropriate.

Search Status of Employed Graduates

Please mark only for employed graduates.

This question applies only to graduates who are employed and is designed to determine whether or not the graduate is seeking, for whatever reason, a different job than that held on March 16. Note that a graduate may be employed in a permanent job (see the definition of job duration below), such as one held during law school, and seeking a different job. This question is not applicable to unemployed graduates.

NOTE: For purposes of this data collection effort, graduates who have obtained a judicial clerkship or an agency honors program position should be reported as not seeking a different position even though the clerkship or honors program is of known duration.

Job Duration for Employed Graduates

Please mark only for employed graduates.

This question applies only to graduates who are employed and describes whether the job is short-term or long-term from the employer's perspective. All jobs must be categorized as either long term (1 year or more) or short-term (less than a year).

NOTE: Just because a short-term position may evolve into a long-term position does not make the position a long-term position. Conversely, a graduate may be employed in a long-term job with no fixed end point, such as one held during law school, and be seeking a different job.

NOTE: Even though the graduate may consider, or hope that, a job is short-term until the graduate finds something else, if from the employer's perspective the job is long-term with no fixed end point, it should be reported as such.

NOTE: For purposes of ERSS reporting, articling positions in Canada are considered as long-term. Additionally, to be consistent with the ABA, where the employer regards a position as lasting for a calendar year or more, even if technically the position will terminate five or fewer days prior to the completion of a full 365 days, the position should be classified as long-term. These are the only exceptions to the general rule that long-term positions last at least a year.

Law School Funding

Indicate whether the job is funded in whole or in part by the law school. Note that law school funding includes both direct funding of positions, i.e., the law school writes the paychecks and is the employer, and indirect funding of positions, i.e., the law school provides grant(s) to other organizations for them to hire and pay the graduates. Most bridge-to-practice programs are law school-funded.

Law school funding also includes stipends to graduates in fixed duration positions who would otherwise be volunteers at the organization, as well as grants funded by the law school which are not part of a bridge-to-practice fellowship or on-campus jobs program. Law school funding can also apply to situations where the law school funds the first year of the salary for a long-term job.

Additional Job Detail

Please provide information on employer type, choosing from one of the five areas below. Each employer type has detail questions as noted.

IMPORTANT: For each employed graduate choose only *ONE* of these areas.

- Law Firm Private Practice (3 detail questions)
- Business (2 detail questions)
- Government (2 detail questions)
- Public Interest/Non-profit (1 detail question)
- Education (2 detail questions)

Law Firm Employment

If the graduate's primary employment is in a law firm, complete Items B1, B2 and B3.

Law firms include those specializing in public interest law, and "new model" law firms which have no equity partners, and where all attorneys work as staff attorneys. Any job in a law firm, including associate/attorney, law clerk, law firm librarian, paralegal, and clerical position is to be reported as law firm employment. Report the type of job in Item B3.

Item B2 has two checkboxes as to the setting in which the graduate works and should be checked if applicable. **A public interest law firm is defined as a private and for-profit firm, but is distinguished from other private firms** in that a majority of its practice involves clients that are typically under-represented, or groups that advocate for community, rather than corporate, interests. Sliding fee cases and contingent fee cases are common. Typical areas of practice for public interest law firms include plaintiff's employment discrimination, civil rights, environmental law, and union representation.

Note: Civil legal services organizations are not public interest law firms. Civil legal services, e.g., Legal Services of the Blue Ridge, should be reported as 'public interest—civil legal services.' (See page 13 for more information on the public interest category.)

"Job is part of an incubator program" should be checked if the graduate is part of an incubator program or is employed by a law firm that is part of the law school.

Note that graduates working on a contract basis and hired directly by the firm should also be reported here, with the specific type of job again reported in Item B3. However, graduates employed at a law firm through an agency which places attorneys in temporary positions should be reported under Business and Industry.

Item B1 asks for **total** number of attorneys **firmwide**. For a multi-office firm, this count corresponds to the total of all attorneys employed by the entire firm worldwide. All levels of attorneys in the firm should be included in these counts without regard to seniority, status, or job tenure (that is, this total should reflect all of the senior and junior partners, of

counsel, staff attorneys, senior and junior associates, and the like, counted together).

Please note that the size category “solo practice” is to be used only for graduates who have established their own solo practice as of March 16. To be reported as a solo practitioner, there must be findings or indicia that the graduate is indeed setting up a solo law practice. Intent to do so in the future is not enough. Typically, at a minimum, the graduate must have passed the bar and taken some additional steps toward setting up a law practice, such as, depending on the jurisdiction, applying for a business license, obtaining practice insurance, and advertising the availability of legal services. The “timing of job offer” for a solo practitioner must be reported as after graduation and “after bar results.”

If a graduate is working for a solo practitioner in a law clerk, paralegal, or other non-attorney position, please report the firm size as “1-10.” If a graduate is obtaining independent contract work from a number of attorneys or firms and has formed a business for this purpose, report the graduate as self-employed under business and industry, not as a solo practitioner. A graduate who is unemployed and seeking but able to take on occasional contract work should be reported as unemployed-seeking.

Report the kind of job in the law firm in item B3. Most entry-level attorney jobs should be reported as entry-level attorney or associate jobs. The staff attorney category is reserved to describe certain jobs, usually in larger law firms, where the firm hires both partnership-track and non-partnership track attorneys. It can also include instances where the firm hires attorneys on a project or fixed-duration basis. The staff attorney position describes the non-partnership track position, regardless of the actual job title used at a particular firm. In addition, “new model” law firms typically hire staff attorneys.

An attorney job in a smaller firm, which may not have a partnership track as such, should be reported as an “entry-level attorney or associate” position under most circumstances.

If a graduate will be working in a law firm as of March 16 prior to a judicial clerkship, report the law firm job.

Items B1, B2 and B3 pertain to law firms only. These items are not applicable to other employer types. Do not complete Items B1, B2 and B3 if the graduate is employed in business, government, public interest, or education.

Business Employment

If the graduate’s primary employment is in business and industry, indicate both the employer type (B4) and the type of job (B5). If the job does not fit into any of the categories listed, please check “other” and use the space provided to describe the job.

Please select only one response for both B4 and B5 but do complete both items.

Note the definitions for real estate and retail trade or hospitality sectors. Real estate includes, for example, real estate agents and offices, companies managing or operating real estate, both residential and commercial, title abstract companies, and real estate/land developers. Retail or hospitality includes all such jobs in these sectors, whether as a store clerk or waitperson, in a management position, or in an in-house legal role. Retail establishments, including eating and drinking places, are in this category, as are establishments such as hotels, motels, casinos, resorts, cabins and campgrounds.

→ NOTE:

- In-house lawyers are defined as attorney positions within the law or legal department of a company and reporting to the office of general counsel or associate general counsel; the law department handles some portion of legal matters for the company. Typically, the number of graduates taking in-house jobs is quite small. Other jobs within the in-house department should be reported using the appropriate job type and not as in-house lawyers.
- Graduates working as “temporary attorneys” through a legal temporary employment agency should be classified in the “Business—Legal temporary agency” category and the job reported as “temporary attorney work.” A graduate employed by a temporary employment agency but not one specifically making legal placements should be reported as employed in “Business—Other.”
- A job with a labor union should be reported as a public interest job and not as a business job.
- The category of “Other” business or industry encompasses a range of profit and not-for-profit organizations such as non-legal professional services firms, e.g., architecture, construction; private hospitals (including those affiliated with private universities); public relations firms; and quasi public/private organizations like FINRA and Sallie Mae.
- In most cases, for graduates (other than solo practitioners) who are self-employed/have started a business/are part of the ‘gig’ economy, the appropriate employer type is one of the business employer types.

Government Employment

If the graduate’s primary employment is in government at any level complete Items B6 and B7.

Please select only one response for both B6 and B7 but do complete both items.

Item B6 requests information on the level of government or court at which the job was obtained. Please provide this information for all government positions and judicial clerkships.

- **Federal government** refers to the U.S. government only. Jobs with governments — at any level — outside the U.S. should be reported as “other” level of government.
- **Local governments** include county, municipal, and city governments, as well as special-purpose government entities such as local transit authorities and sanitation districts.
- **U.S. Territories and the District of Columbia.** Please report non-court jobs with government in territories such as Puerto Rico, the Virgin Islands, Guam, and with the District of Columbia as state level jobs unless they are federal government positions. Judicial clerkships (or other court positions) with federal courts in these jurisdictions should be reported as federal level jobs. Similar positions with lower courts (the equivalent of a state or local court in other jurisdictions) should be reported as state level jobs.
- **Tribal government, the United Nations, and all governments of other countries,** including the equivalent of a federal government, should be classified as an “other” level of government.

Item B7 requests information on the type of government position obtained.

- Because of the wide variations and unpredictable start dates of **JAGC positions**, you may report a confirmed and accepted JAGC position, even if the graduate is in an interim position as of March 16. This is the only exception to the general guideline of reporting the job in which the graduate is working as of March 16.
- **All other civilian and uniformed positions** in all branches of the military, including the Army Corps of Engineers, should be reported using the “other military position” choice.
- The **prosecutor** category includes jobs representing or litigating on behalf of government in either criminal or civil proceedings. These jobs may be within the U.S. Department of Justice, states’ attorney general offices, or local district or prosecuting attorney offices. It does not include other jobs in a prosecutor office, e.g., law clerk or non-attorney position, which should be reported using the appropriate choice for the department/agency as a whole. Note also that jobs in law enforcement, such as police officer or probation officer, are not prosecutor

jobs; they should be reported as other agency position at either the state or local government levels.

- **Agency attorney honors programs**, which are run by several executive branch agencies, e.g., the Department of Justice and the Equal Employment Opportunity Commission, are competitive programs through which third-year law students and recent graduates are hired as honors attorneys for the agency. These positions are highly sought after and the hiring processes differ from other government attorney positions. Honors programs may also be found at the state level, e.g., attorneys general offices.
- A **judicial clerkship** is typically a 1- or 2-year position working for a judge (including administrative law judges) on tasks such as research and drafting. Judicial clerks may include graduates who perform duties similar to those of a judicial clerk assigned to a specific judge, but who perform those duties for a pool of judges or for the court as a whole rather than for a specific judge. Jobs as temporary assistant clerks (TACs), whose duties are primarily administrative, should be classified as “judicial-other” jobs and not as judicial clerks.
- If the graduate has obtained a clerkship that will start after March 16, please report what the graduate is doing as of March 16. If a graduate will be working in a law firm prior to a judicial clerkship and as of March 16, report the law firm job. If the graduate has obtained a clerkship that will start after March 16, e.g., in September of 2020 or 2021, and is not working as of March 16, report the graduate as not working, and either seeking work or not seeking work, as appropriate.
- **Legislative positions** may be at any level of government, including local governing entities such as a county board, city council, or board of supervisors and can include both elected and staff positions. Likewise, non-clerkship positions at courts, such as staff attorney, may be at any court level.
- Most jobs, including law clerks and police officers, not falling into one of the government categories described above would fall into the “other agency position (including law enforcement)” category. Such jobs are found at all levels of government, including local government. Examples include the FTC, SEC, and USDA at the federal level, departments of labor and natural resources at the state level, and housing authorities and law enforcement at the local level.
- Positions in public education (at any level) should be reported as education positions in Items B9 and B10 and not as government positions. Positions with political campaigns or parties are not government positions;

they should be reported as “trade association or political campaign” in Item B4. Jobs with bar associations should also be reported this way.

Some governments “contract out” functions traditionally performed by government. For example, child support enforcement functions may be performed by a private company, with the individual performing that function being paid by (and therefore classified as an employee of) the private company. Conversely, if a private company is under contract with a government agency to manage or operate portions of a facility but the government agency maintains fiscal responsibility and pays the employees, the job should be classified as a government job.

As a general rule of thumb, the entity actually doing the hiring and writing the paycheck should be considered the employer.

Public Interest/Non-Profit Employment

If the graduate’s primary job is in a public interest organization, complete Item B8.

If the graduate’s primary job is in a public interest organization or some other type of non-profit setting, complete Item B8 and use the space provided to describe jobs other than those in the specific categories provided.

- **Civil legal services** includes positions at organizations receiving funding from the Legal Services Corporation, as well as positions with other organizations providing indigent or reduced-fee legal services, such as prisoners’ legal aid and campus legal services.
- A **legal services organization** has a defined governance structure as specified by the ABA Standards for the Provision of Civil Legal Aid, to include having a governing body or board of directors. Therefore, an individual can’t start his/her own legal services organization; that individual may start a for-profit but public interest law firm, as defined on page 10.
- All **public defender and appellate defender** jobs are considered public interest jobs, regardless of whether the office is a government agency or a private organization. The ABA guidelines were changed for the Class of 2019 in regards to the classification of public defenders and now align with NALP’s categorization.
- Other jobs within a public defender office, e.g., law clerk or administrative, should be reported as “other public interest.”
- An individual can’t start his/her own public defender office. An individual may start a solo practice and accept public defender work from the local government on a contract or retainer basis.

- Public interest/non-profit employers include private non-profit advocacy, religious, social service, fundraising, community resource, or cause-oriented organizations, such as the Children’s Defense Fund, United Way, churches, Boy Scouts, and Red Cross chapters. Public interest employers also include labor unions and non-profit policy analysis and research organizations, such as Brookings and the Heritage Foundation.
- **Jobs with trade associations and political campaigns** should be reported under “trade association or political campaign” in Item B4. Law firms specializing in public interest law should be reported by checking Item B2 (firm is a public interest law firm).
- Jobs with public interest organizations may include those that are funded by outside grants, but for which the hiring and personnel responsibilities lie with the public interest organization, and jobs for which the public interest organization is responsible for interviewing and hiring, but for which the law school funds the stipend or hourly pay.

Education Employment

If the graduate’s primary employment is in an educational institution, complete Items B9 and B10.

Please select only one response for both B9 and B10 but do complete both items.

- Any job with an educational institution of any sort is an education job. Education positions may be at any level—elementary, secondary, or higher education—and within either private or public education, e.g., private colleges, state universities, and local public education, including local school boards. Positions include faculty or teachers, administrative positions and research assistants, fellowships and other temporary/fixed-duration positions. Administrative positions include librarians, positions in the office of general counsel, development officers, counselors, career services positions, and human resources. The category of “other” job type can include, for example, positions in the athletics department, IT, and campus security. Do not include positions at university hospitals and similar university-related entities. Report such positions according to the university’s type as either private sector or government jobs. Note that these are the **only** exceptions to the scope of education employment.
- Education employment does not include graduates who are continuing their education full-time and are not otherwise working. Such graduates should be reported as enrolled in a degree or certificate program in the basic employment status item.

- Education employment includes school-funded programs to provide recent graduates with fixed-duration/temporary job opportunities as employees of the law school. Not all jobs at law schools are law school-funded as defined by NALP for purposes of this survey. For example, a job taken in the general counsel's office or in the Career Services Office that is a long-term job of no fixed duration is not considered as law school-funded even though technically the job is funded by the law school. For purposes of this survey, the law school-funded designation of education jobs applies just to those jobs on a law school campus that are of fixed duration.
- Jobs funded by grants made by law schools to outside organizations to support fellowships or other fixed duration jobs may be reported as jobs with that organization provided that the organization is fully responsible for interviewing and hiring graduates for the positions and paying them as employees of the organization. A job funded by a bridge-to-practice program should be reported as a job at the organization where the graduate is working, provided that the organization was responsible for interviewing and hiring for that job.
- In Symplicity, if no match is found for the city name, the code assigned will be that for "other/unknown" locations based on the state entered. Be sure to enter the full name and correct spelling of the city. For example, entering "Philly" will result in that job being designated as in "other/unknown PA" and not in Philadelphia.

Salaries and Stipends

Is the graduate receiving a salary or a stipend?

- When an individual is paid a salary or wage, the individual is considered to be an employee of the organization and is entitled to benefits and protections granted to workers by law. This includes compensation for working overtime, eligibility for unemployment compensation, and adherence to minimum wage standards. A wage or salary may be paid for either full-time or part-time work. For example, a graduate working at an hourly rate as a law clerk or in a part-time job that is not law-related is paid a wage.
- A stipend is an alternative form of compensation that is not a salary. It is a fixed amount that is paid on a periodic basis or in a single lump sum, usually at the completion of a specific project. No matter how many hours an individual spends on the activity, the stipend amount does not change. For example, a stipend might be \$2,000 for two months or \$7,000 for the length of the project.

Geographic Location

If you do not know the location of the graduate's employment or if the graduate is not working, please leave this item blank.

This booklet includes a list of the current NALP City and State Codes starting on page 18. Please refer to this list to find the correct code for the city location of the graduate's primary job. If you use Symplicity or 12Twenty, these city codes are built into the program. Please include the complete name exactly as shown on the list starting on page 18 of this booklet, not shorthand or an abbreviation. If you are submitting forms, clearly write the code in the 5-digit space provided (4-digit codes should start in the second column). If you know a graduate is employed in a certain state but do not know the specific city, please use the "other/unknown" code for the state, such as Alabama—60199, Alaska—90299, and so on. Also use the "other/unknown" code if you know the city location of the graduate's employment but this city is not on the list of city and state codes.

➔ IMPORTANT NOTES:

- Please do NOT record a zip code in this space. The 5-digit location codes are NOT zip codes.
- If the graduate is working remotely or in varying locations (e.g., for a virtual law firm), report the location of the employer for which the graduate is working.
- Report the base starting pre-tax salary. It is not necessary to report salaries for part-time jobs or for jobs that will last for less than a year. You should, however, report a stipend for law-school funded jobs that are part-time or short-term.
- Do not include potential year-end bonus dollars, a "guaranteed bonus," or other contingent income in this figure.
- Do not include a signing bonus, a bar stipend, a clerkship bonus, or other additional monies in the salary figure.
- Report all digits of the salary, e.g., 75000, not 75 or 75K. For a stipend, report the amount and indicate whether it is per week, per month, or per project.
- For graduates taking jobs in the military, report the salary for their starting rank. Military housing allowances may be included in the starting salary reported.
- For clerkship jobs, record the clerkship salary, not the salary the graduate expects to earn at another job following the clerkship.

Reporting Salaries

- Salaries for full-time and long-term jobs that were reported on an hourly or weekly basis should be annualized if possible, as only annual salaries are included in NALP's salary analyses. If annualizing does not seem to provide a reasonable estimate of annual earnings, query whether in fact the job is full-time, e.g., 2,000 hours/year.
- Do not annualize salaries for part-time or short-term jobs.
- For graduates taking jobs in law firms which have more than one salary scale, depending on hours billed, report the lower salary.
- Report the salary as of March 16. In most cases that is the starting salary. However, if you can document that the salary has changed, for example after bar passage, report the most current salary.

GRADUATE SURVEY FORM — CLASS OF 2019 NALP EMPLOYMENT REPORT AND SALARY SURVEY

Please refer to the "Frequently Asked Questions" sheet as you are completing this survey.

Name _____ Phone _____

Permanent Address _____

E-mail _____

I. DEMOGRAPHIC INFORMATION

A1. PROGRAM TYPE AT TIME OF GRADUATION

- Full-time/3-Year Part-time/Evening

A2. TRANSFER STUDENT?

- Yes No

B. AGE (Complete either B1 or B2)

B1. Age at Graduation _____

B2. Birth Date _____
Mo Day Yr

C. GENDER IDENTITY

- C1. Male Female I do not identify as Male or Female
C2. I identify as transgender

D. SEXUAL ORIENTATION

- Heterosexual Gay/Lesbian/Bisexual Other

E. RACE/ETHNICITY (You may check up to two)

- Hispanic/Latino
 Black/African American
 Asian
 Native Hawaiian or other Pacific Islander
 Native American/Alaska Native
 White/Caucasian

F. DISABILITY

- No
 Yes (describe) _____

G. VETERAN STATUS (check if applicable)

- U.S. military veteran
 Military service from a country other than U.S.

II. POST GRADUATE EMPLOYMENT STATUS

A1. Select only one of the following to describe your post-graduate status:

- Employed in a position for which you receive a salary or a stipend or are being paid on a contract or retainer basis (also complete the items in sections A3 and B)
 Enrolled in a full-time degree or certificate program
 Employed – start date deferred (also complete items A2 and 7; the rest of the form is not applicable)
 Not employed and seeking work/paid position (also complete item A2; the rest of the form is not applicable)
 Not employed and not seeking work/paid position (also complete item A2; the rest of the form is not applicable)

A2. If you are not employed, are you volunteering?

- Yes, in a law-related capacity
 Yes, not in a law-related capacity
 No

A3. Job Information

1. Type of Job (choose one only)

- Bar admission required/anticipated (includes judicial clerks)
 JD Advantage
 Other professional position
(describe) _____
 Non-professional position
(describe) _____

2. Job is: (check only one)

- Full-time Part-time

3. Job pays:

- A salary of \$ _____ per year
 A stipend of \$ _____ (choose one)
per week per month per project

4. Indicate whether the employer hired you on a short-term or long-term basis. Note that a long-term job from the employer's perspective may be one that you consider short-term, while, for example, you continue to seek a different job. Please indicate the type of job from the employer's perspective.

- Job is long-term (1 year or more – includes articling positions in Canada)
 Job is short-term (duration is less than a year)

Also indicate if the job is funded by your law school.

- Job is funded in whole or in part by my law school. (Check if applicable. Excludes jobs that are "permanent" in nature such as long-term jobs in career services, admissions, development, or general counsel offices.)

5. Indicate whether you are seeking a job other than the one described here

- I continue to seek a job other than that described here
 I am not seeking a job other than that described here

6a. Timing of job offer (mark one)

- Before graduation
 After graduation (if after graduation, also complete 6b below)

6b. Post-graduation offer was received

- Before bar results
 After bar results
 Timing relative to bar results is not applicable; bar exam/passage not required for the job

7. Date on which you started or will start your job

_____ Mo Day Yr

8. Source of Job: Mark the one choice that best describes how you learned of and made initial contact with the employer. If you received an offer from your summer employer, or the employer for whom you worked during law school, indicate how you initially made contact with that employer.

- Interviewed during fall OCI program organized by the career services office
 Interviewed during spring OCI program organized by the career services office
 Returned to or continued with pre-law school employer
 Interviewed at job fair or consortia
 Responded to career services' job posting
 Referral by business colleague, friend, relative, alumni, or school personnel
 Responded to non-CSO job posting, either in print or online (e.g., classified ad, Indeed.com)
 Used school's judicial clerkship process or OSCAR
 Self-initiated contact, e.g. a targeted mailing, an informational interview, or the result of networking
 Used a temporary placement agency or legal search consultant
 Started own practice or business
 Other (describe) _____

B. EMPLOYER INFORMATION

NAME AND ADDRESS OF EMPLOYER

Name _____

Street _____

City _____ State ____ Zip _____

COMPLETE B1, B2, AND B3 ONLY IF YOUR PRIMARY JOB IS IN LAW FIRM PRIVATE PRACTICE. IF NOT, SKIP TO B4/B5, B6/B7, B8 or B9/B10 AS APPROPRIATE. IF YOU ARE EMPLOYED BY A LEGAL TEMPORARY AGENCY, SKIP TO B4 AND B5 (BUSINESS OR INDUSTRY) REGARDLESS OF THE EMPLOYER AT WHICH THE AGENCY HAS PLACED YOU.

B1. TOTAL SIZE OF LAW FIRM (Mark only one for size of entire firm by total number of attorneys)

- Solo (you have started your own law firm as a solo practitioner)
- 1-10 attorneys
- 11-25 attorneys
- 26-50 attorneys
- 51-100 attorneys
- 101-250 attorneys
- 251-500 attorneys
- 501+ attorneys

B2.1 Firm is a public interest law firm (check if applicable)

B2.2 Job is part of an incubator program or is at a law firm established by the law school (check if applicable)

B3. TYPE OF LAW FIRM JOB (mark one only)

- Entry-level attorney or associate (includes solo practitioners)
- Law clerk
- Paralegal
- Staff attorney (non-partnership track)
- Manager/Administrator (includes recruiting, professional development and marketing)
- Patent agent
- Other non-attorney position

IF JOB IS IN BUSINESS OR INDUSTRY, COMPLETE BOTH B4 AND B5.

B4. TYPE OF EMPLOYER

- Legal temporary agency
- Accounting firm
- Investment banking or financial institution
- Entertainment/sports management company
- Healthcare
- Insurance company
- Real estate
- Retail trade or hospitality sector
- Management consulting firm
- Publishing house
- Legal process outsourcer (LPO)
- Legal/law-related technology company
- Other technology/e-commerce company
- Trade association or political campaign
- Other business or industry (describe) _____

B5. TYPE OF JOB

- Temporary attorney work
- Law clerk or paralegal
- Compliance
- In-house lawyer
- Management
- Business development/Sales/Marketing
- Consulting
- Tax associate (with an accounting firm)
- E-discovery attorney (with an LPO)
- Landman (with an energy company)
- Self-employed
- Other (describe) _____

IF JOB IS IN GOVERNMENT, COMPLETE BOTH B6 AND B7.

B6. LEVEL OF GOVERNMENT

- Federal
- State
- Local (city/municipal/county)
- Other (describe) _____

B7. TYPE OF JOB

- Judicial Clerkship
- Judicial — other (non-clerkship, e.g., staff attorney)
- Military JAG Corps (any service)
- Other military position (uniformed or civilian)
- Prosecutor
- Agency Honors program
- Other agency position (including law enforcement)
- Legislative (e.g., legislative assistant)
- Other (describe) _____

B8. IF JOB IS IN A PUBLIC INTEREST ORGANIZATION OR OTHER NONPROFIT (Mark one item that best describes the primary type of work or job you will be handling)

- Community education and organization
- Civil legal services
- Policy/advocacy
- Public defender or appellate defender
- Other (describe) _____

IF JOB IS IN EDUCATION COMPLETE BOTH B9 AND B10

B9. Type of Employer

- Law School
- College or university
- Elementary or secondary school
- Other (describe) _____

B10. Type of Job

- Faculty/teacher
- Administrator
- Research assistant/fellow or other temporary position
- Other (describe, e.g., Title 9 compliance) _____

OTHER REMARKS

Date Completed: _____
MM/DD/YYYY

Form completed by: _____
Printed name

Signature: _____



State & City Codes

ALABAMA

Anniston 60105
 Bessemer 60115
 Birmingham 60120
 Florence 60123
 Decatur 60125
 Gadsden 60127
 Dothan 60130
 Huntsville 60135
 Mobile 60140
 Montgomery 60145
 Tuscaloosa 60165
 Other/Unknown AL 60199

ALASKA

Anchorage 90205
 Fairbanks 90210
 Juneau 90215
 Kenai Peninsula 90220
 Other/Unknown AK 90299

ARIZONA

Flagstaff 80310
 Mesa 80320
 Phoenix 80325
 Prescott 80326
 Scottsdale 80330
 Tempe 80340
 Tucson 80345
 Yuma 80350
 Other/Unknown AZ 80399

ARKANSAS

Bentonville 70401
 Conway 70402
 El Dorado 70405
 Fayetteville 70410
 Fort Smith 70415
 Jonesboro 70425
 Little Rock 70430
 Pine Bluff 70440
 Rogers 70441

Springdale 70442
 Other AR 70499

CALIFORNIA

Alameda 90501
 Anaheim 90503
 Bakersfield 90504
 Berkeley 90507
 Beverly Hills 90508
 Burbank 90510
 Burlingame 90511
 Cerritos 90514
 Compton 90516
 Concord 90517
 Costa Mesa 90518
 Davis 90519
 Downey 90520
 Escondido 90523
 Fairfield 90530
 Fremont 90532
 Fresno 90533
 Fullerton 90534
 Glendale 90536
 Hayward 90538
 Inglewood 90540
 Stanford 90541
 Irvine 90545
 Lakewood 90546
 La Mesa 90547
 Long Beach 90548
 Los Angeles 90549
 Menlo Park 90551
 Modesto 90550
 Monterey 90552
 Mountain View 90554
 Napa 90555
 Newport Beach 90556
 Oakland 90561
 Oceanside 90562
 Ontario 90563
 Orange 90564
 Oxnard 90565

Palo Alto 90566
 Pasadena 90567
 Pico Rivera 90568
 Pomona 90569
 Rancho Cucamonga 90570
 Redondo Beach 90571
 Redwood City 90572
 Riverside 90574
 Sacramento 90575
 Salinas 90576
 San Bernardino 90577
 San Diego 90578
 San Francisco 90579
 San Jose 90580
 San Leandro 90581
 San Mateo 90582
 Santa Ana 90583
 Santa Barbara 90584
 Santa Clara 90585
 Santa Monica 90586
 Santa Rosa 90587
 Stockton 90590
 Sunnyvale 90591
 Thousand Oaks 90592
 Torrance 90593
 Vallejo 90594
 Ventura 90595
 Walnut Creek 90596
 West Covina 90597
 Other/Unknown CA 90599

COLORADO

Aurora 80610
 Boulder 80615
 Colorado Springs 80620
 Denver 80625
 Englewood 80630
 Fort Collins 80635
 Grand Junction 80640
 Greeley 80645
 Lakewood 80650
 Littleton 80655
 Longmont 80665

Pueblo 80680
 Other/Unknown CO 80699

CONNECTICUT

Bridgeport 10705
 Bristol 10706
 Danbury 10708
 East Hartford 10709
 East Haven 10710
 Enfield 10711
 Fairfield 10712
 Greenwich 10713
 Groton 10714
 Hartford 10716
 Manchester 10717
 Meriden 10718
 Middletown 10719
 Milford 10720
 New Britain 10730
 New Haven 10735
 Newington 10740
 New London 10745
 Norwalk 10750
 Norwich 10755
 Shelton 10756
 Stamford 10760
 Stratford 10762
 Torrington 10764
 Trumbull 10766
 Vernon 10768
 Wallingford 10770
 Waterbury 10772
 West Hartford 10774
 West Haven 10776
 Westport 10778
 Windsor 10782
 Other/Unknown CT 10799

DELAWARE

Dover	50805
Newark	50810
Wilmington	50815
Other/Unknown DE	50899

WASHINGTON, DC 50910**FLORIDA**

Boca Raton	51005
Boynton Beach	51010
Bradenton	51015
Clearwater	51025
Cocoa Beach	51024
Coral Gables	51030
Coral Springs	51032
Daytona Beach	51034
Deerfield Beach	51036
Delray Beach	51038
Dunedin	51040
Fort Lauderdale	51042
Fort Myers	51044
Fort Pierce	51046
Gainesville	51048
Hialeah	51052
Hollywood	51054
Jacksonville	51056
Lakeland	51058
Lake Worth	51060
Largo	51062
Melbourne	51070
Miami	51072
Miami Beach	51074
Naples	51077
North Miami	51078
North Miami Beach	51080
Ocala	51082
Orlando/Winter Park	51083
Panama City	51084
Pensacola	51086
Plantation	51088
Pompano Beach	51089
Riviera Beach	51090
St Petersburg	51091
Sarasota	51092
Tallahassee	51094
Tampa	51096
Titusville	51097
West Palm Beach	51098

Winter Park/Orlando	51083
Other/Unknown FL	51099

GEORGIA

Albany	51105
Athens	51110
Atlanta	51115
Augusta	51120
Columbus	51125
Dalton	51126
Griffin	51131
La Grange	51132
Macon	51135
Marietta	51141
North Atlanta	51143
Rome	51145
Sandy Springs	51147
Savannah	51150
Valdosta	51155
Other/Unknown GA	51199

HAWAII

Hilo	91210
Honolulu	91215
Kailua Kona	91216
Other/Unknown HI	91299

IDAHO

Boise	81305
Coeur D'Alene	81306
Idaho Falls	81310
Lewiston	81315
Pocatello	81325
Twin Falls	81330
Other/Unknown ID	81399

ILLINOIS

Addison	31402
Alton	31404
Arlington Heights	31406
Aurora	31408
Belleville	31410
Bloomington	31414
Carbondale	31422
Champaign	31424
Chicago	31426
Chicago Heights	31428
Danville	31432
Decatur	31434
De Kalb	31436

Des Plaines	31438
Downers Grove	31440
East St Louis	31442
Edwardsville	31443
Elgin	31444
Evanston	31450
Freeport	31452
Galesburg	31454
Granite City	31458
Joliet	31468
Kankakee	31469
Moline	31473
Mount Prospect	31474
Naperville	31475
Northbrook	31478
Oak Lawn	31481
Oak Park	31482
Palatine	31483
Park Ridge	31485
Pekin	31486
Peoria	31487
Rockford	31489
Rock Island	31490
Schaumburg	31491
Skokie	31492
Springfield	31493
Urbana	31495
Waukegan	31496
Wheaton	31497
Other/Unknown IL	31499

INDIANA

Bloomington	31502
East Chicago	31506
Elkhart	31508
Evansville	31510
Fort Wayne	31512
Gary	31514
Griffith	31515
Hammond	31516
Highland	31518
Indianapolis	31520
Kokomo	31522
Lafayette	31524
LaPorte	31525
Marion	31528
Merrillville	31529
Michigan City	31530
Muncie	31534
Munster	31535

New Albany	31536
Notre Dame	31537
Portage	31538
Richmond	31540
Schererville	31541
South Bend	31542
Terre Haute	31544
Valparaiso	31546
Other/Unknown IN	31599

IOWA

Bettendorf	41604
Burlington	41606
Cedar Falls	41608
Cedar Rapids	41610
Clinton	41612
Council Bluffs	41613
Davenport	41614
Des Moines	41616
Dubuque	41618
Fort Dodge	41620
Iowa City	41622
Marshalltown	41624
Mason City	41626
Muscatine	41627
Ottumwa	41628
Sioux City	41630
Waterloo	41632
Other/Unknown IA	41699

KANSAS

Emporia	41705
Garden City	41706
Junction City	41711
Kansas City	41715
Lawrence	41720
Manhattan	41730
Olathe	41735
Overland Park	41740
Pittsburg	41742
Prairie Village	41741
Salina	41745
Shawnee	41746
Topeka	41750
Wichita	41755
Other/Unknown KS	41799

KENTUCKY

Ashland	61805
Bowling Green	61810

Covington	61815
Fort Knox	61820
Frankfort	61825
Highland Heights	61828
Hopkinsville	61830
Lexington	61835
London	61837
Louisville	61840
Owensboro	61845
Paducah	61850
Pikeville	61851
Richmond	61852
Other/Unknown KY	61899

LOUISIANA

Alexandria	71905
Baton Rouge	71910
Chalmette	71978
Covington	71915
Gretna	71977
Houma	71925
Kenner	71976
Lafayette	71935
Lake Charles	71940
Metairie	71950
Monroe	71955
New Iberia	71960
New Orleans	71965
Shreveport	71970
Slidell	71975
Other/Unknown LA	71999

MAINE

Auburn	12001
Augusta	12005
Bangor	12010
Portland	12020
Other/Unknown ME	12099

Wheaton	52196
Other/Unknown MD	52199

MASSACHUSETTS

Agawam	12202
Amherst	12204
Andover	12206
Beverly	12216
Boston	12220
Braintree	12222
Brockton	12224
Brookline	12226
Cambridge	12228
Chelsea	12232
Chicopee	12234
Dedham	12236
Fall River	12240
Fitchburg	12242
Framingham	12244
Gloucester	12246
Haverhill	12248
Holyoke	12250
Lawrence	12252
Leominster	12254
Lexington	12256
Lowell	12258
Lynn	12260
Malden	12262
Marlborough	12264
Medford	12266
Milton	12272
Natick	12273
Needham	12274
New Bedford	12275
Newton	12276
Northampton	12277
Norwood	12278
Peabody	12279
Pittsfield	12280
Quincy	12282
Randolph	12283
Salem	12285
Somerville	12286
Springfield	12287
Stoughton	12288
Taunton	12289
Waltham	12291
Wellesley	12293
West Springfield	12295
Weymouth	12296
Woburn	12297

Worcester	12298
Other/Unknown MA	12299

MICHIGAN

Ann Arbor	32304
Bloomfield Hills	32305
Battle Creek	32306
Bay City	32308
Birmingham	32311
Dearborn	32312
Detroit	32316
East Lansing	32320
Farmington Hills	32322
Flint	32326
Grand Haven	32329
Grand Rapids	32330
Grosse Pointe	32331
Holland	32334
Jackson	32338
Kalamazoo	32340
Lansing	32344
Livonia	32348
Midland	32352
Mt Clemens	32353
Muskegon	32354
Pontiac	32358
Novi	32359
Port Huron	32361
Rochester Hills	32363
Royal Oak	32366
Saginaw	32368
St Clair Shores	32370
Southfield	32372
Sterling Heights	32376
Trenton	32380
Troy	32382
Warren	32384
Other/Unknown MI	32399

MINNESOTA

Bloomington	42410
Brooklyn Park	42420
Burnsville	42425
Coon Rapids	42430
Duluth	42440
Eagan	42442
Edina	42445
Fridley	42450
Mankato	42455
Maplewood	42460

Minneapolis	42465
Minnnetonka	42470
Moorhead	42475
Richfield	42485
Rochester	42490
Roseville	42492
St Cloud	42494
St Louis Park	42495
St Paul	42496
Winona	42497
Other/Unknown MN	42499

MISSISSIPPI

Biloxi	62505
Clarksdale	62506
Columbus	62510
Greenville	62515
Greenwood	62516
Gulfport	62520
Hattiesburg	62525
Jackson	62530
Laurel	62531
Meridian	62535
Natchez	62536
Oxford	62543
Pascagoula	62540
Tupelo	62542
Vicksburg	62545
Other/Unknown MS	62599

MISSOURI

Blue Springs	42605
Cape Girardeau	42610
Columbia	42615
Independence	42625
Jefferson City	42630
Joplin	42635
Kansas City	42640
Kirkwood	42645
Lee's Summit	42650
Raytown	42655
St Charles	42660
St Joseph	42665
St Louis	42670
Springfield	42675
Other/Unknown MO	42699

MONTANA

Billings	82705
Bozeman	82706
Great Falls	82715
Helena	82716
Missoula	82720
Other/Unknown MT	82799

NEBRASKA

Grand Island	42805
Lincoln	42810
Norfolk	42811
North Platte	42812
Omaha	42815
Other/Unknown NE	42899

NEVADA

Carson City	82905
Las Vegas	82910
Reno	82920
Other/Unknown NV	82999

NEW HAMPSHIRE

Concord	13005
Dover	13006
Keene	13007
Manchester	13010
Nashua	13015
Other/Unknown NH	13099

NEW JERSEY

Atlantic City	23102
Bloomfield	23110
Camden	23114
Cherry Hill	23116
Clifton	23118
East Brunswick	23120
Edison	23124
Elizabeth	23126
Fair Lawn	23130
Fort Lee	23132
Hackensack	23136
Jersey City	23144
Linden	23148
Livingston	23150
Long Branch	23152
Middletown	23154
Montclair	23156
Morristown	23157
Newark	23160

North Bergen	23162
Nutley	23164
Paramus	23170
Passaic	23172
Paterson	23174
Pennsauken	23176
Piscataway	23180
Plainfield	23182
Princeton	23183
Rahway	23184
Ridgewood	23185
Roseland	23186
Teaneck	23188
Trenton	23189
Union	23190
Union City	23191
Vineland	23192
Wayne	23193
Westfield	23194
West Orange	23196
Woodbridge	23198
Other/Unknown NJ	23199

NEW MEXICO

Alamogordo	83201
Albuquerque	83205
Farmington	83220
Las Cruces	83230
Roswell	83235
Santa Fe	83240
Other/Unknown NM	83299

NEW YORK

Albany	23302
Auburn	23304
Baldwin	23306
Binghamton	23308
Bronx	23309
Brooklyn	23311
Buffalo	23312
Central Islip	23314
East Meadow	23318
Elmira	23320
Flushing	23323
Franklin Square	23324
Freeport	23326
Garden City	23327
Hempstead	23328
Hicksville	23330
Huntington	23331
Huntington Station	23332

Ithaca	23334
Jamaica	23335
Jamestown	23336
Jericho	23337
Levittown	23338
Massapequa	23344
Merrick	23346
Mineola	23347
Mount Vernon	23348
New Rochelle	23352
New York	23354
Plainview	23362
Poughkeepsie	23364
Riverhead	23365
Rochester	23366
Rockville Centre	23368
Rome	23370
Schenectady	23374
Syracuse	23376
Troy	23378
Uniondale	23379
Utica	23380
Valley Stream	23382
Watertown	23384
White Plains	23386
Woodbury	23387
Yonkers	23388
Other/Unknown NY	23399

NORTH CAROLINA

Asheville	53405
Buies Creek	53407
Burlington	53410
Camp Le Jeune Central	53415
Chapel Hill	53420
Charlotte	53425
Durham	53430
Fayetteville	53435
Fort Bragg	53440
Gastonia	53445
Goldboro	53450
Greensboro	53455
Greenville	53460
High Point	53465
Kannapolis	53470
Kinston	53475
Raleigh	53480
Rocky Mount	53485
Wilmington	53490
Wilson	53495

Winston-Salem	53497
Other/Unknown NC	53499

NORTH DAKOTA

Bismarck	43505
Fargo	43510
Grand Forks	43515
Other/Unknown ND	43599

OHIO

Ada	33601
Akron	33602
Bowling Green	33608
Canton	33614
Cincinnati	33616
Cleveland	33618
Columbus	33622
Cuyahoga Falls	33624
Dayton	33626
Elyria	33630
Fairfield	33636
Findlay	33638
Hamilton	33642
Kent	33644
Lancaster	33650
Lebanon	33652
Lima	33654
Lorain	33656
Mansfield	33658
Marion	33662
Middletown	33668
Newark	33670
Portsmouth	33678
Sandusky	33680
Springfield	33686
Toledo	33693
Warren	33695
Youngstown	33696
Other/Unknown OH	33699

OKLAHOMA

Bartlesville	73705
Edmond	73720
Enid	73725
Lawton	73730
Midwest City	73735
Muskogee	73745
Norman	73750
Oklahoma City	73755
Tulsa	73775
Other/Unknown OK	73799

OREGON

Beaverton	93810
Corvallis	93815
Eugene	93820
Hillsboro	93830
Lake Oswego	93831
Medford	93835
Portland	93840
Salem	93845
Springfield	93850
Other/Unknown OR	93899

PENNSYLVANIA

Allentown	23902
Altoona	23904
Bethlehem	23908
Carlisle	23909
Chester	23910
Easton	23912
Erie	23914
Harrisburg	23916
Johnstown	23918
Lancaster	23920
New Castle	23928
Norristown	23930
Philadelphia	23932
Pittsburgh	23934
Reading	23938
Scranton	23940
State College	23942
Villanova	23943
Wilkes-Barre	23946
Williamsport	23948
York	23950
Other/Unknown PA	23999

RHODE ISLAND

Bristol	14005
Cranston	14010
East Providence	14020
Newport	14025
Providence	14040
Warwick	14045
Woonsocket	14055
Other/Unknown RI	14099

SOUTH CAROLINA

Aiken	54101
Anderson	54105
Barnwell	54102
Beaufort	54103

Bluffton	54112
Camden	54122
Cayce	54114
Charleston	54110
Columbia	54115
Conway	54116
Daniel Island	54107
Florence	54120
Fort Mill	54117
Greenville	54125
Greenwood	54126
Greer	54123
Hilton Head	54119
Lexington	54131
Mauldin	54124
Moncks Corner	54109
Mt Pleasant	54108
Myrtle Beach	54129
N Myrtle Beach	54106
N Charleston	54130
Orangeburg	54121
Rock Hill	54135
Spartanburg	54140
St Matthews	54139
Summerville	54111
Sumter	54142
Surfside Beach	54104
W Columbia	54113
Walterboro	54145
York	54118
Other/unknown SC	54199

SOUTH DAKOTA

Pierre	44207
Rapid City	44210
Sioux Falls	44215
Vermillion	44217
Other/Unknown SD	44299

TENNESSEE

Bartlett	64301
Chattanooga	64305
Clarksville	64310
Cleveland	64315
Columbia	64320
Jackson	64335
Johnson City	64340
Kingsport	64345
Knoxville	64350
Memphis	64355
Morristown	64356

Murfreesboro	64357
Nashville	64360
Oak Ridge	64365
Other/Unknown TN	64399

TEXAS

Amarillo	74402
Arlington	74403
Austin	74404
Baytown	74405
Beaumont	74406
Brownsville	74408
Bryan	74410
Carrollton	74412
Corpus Christi	74416
Dallas	74418
Denton	74420
El Paso	74424
Fort Hood	74426
Fort Worth	74428
Galveston	74430
Garland	74432
Harlingen	74438
Houston	74440
Irving	74444
Laredo	74450
Longview	74452
Lubbock	74454
McAllen	74458
Midland	74462
Plano	74474
Port Arthur	74476
San Angelo	74480
San Antonio	74482
Sherman	74486
Texarkana	74490
Tyler	74494
Victoria	74496
Waco	74497
Wichita Falls	74498
Other/Unknown TX	74499

UTAH

Logan	84512
Murray	84515
Ogden	84520
Orem	84525
Provo	84530
Salt Lake City	84535
Sandy City	84540
Other/Unknown UT	84599

VERMONT

Burlington	14605
Montpelier	14610
South Royalton	14615
Other/Unknown VT	14699

VIRGINIA

Alexandria	54705
Annandale	54710
Arlington	54715
Charlottesville	54725
Chesapeake	54730
Danville	54735
Fairfax-McLean	54737
Fort Belvoir	54738
Grundy	54739
Hampton	54740
Lexington	54745
Lynchburg	54750
Newport News	54755
Norfolk	54760
Petersburg	54765
Portsmouth	54770
Quantico	54771
Richmond	54775
Roanoke	54780
Virginia Beach	54790
Williamsburg	54793
Woodbridge-	
Marumisco	54795
Other/Unknown VA	54799

WASHINGTON

Auburn	94805
Bellevue	94810
Bellingham	94815
Bremerton	94820
Edmonds	94825
Everett	94830
Fort Lewis	94835
Kennewick	94840
Olympia	94855
Renton	94860
Richland	94865
Seattle	94870
Spokane	94875
Tacoma	94880
Vancouver	94885
Walla Walla	94887
Yakima	94890
Other/Unknown WA	94899

WEST VIRGINIA

Charleston 54905
Huntington 54910
Morgantown 54915
Parkersburg 54920
Wheeling 54925
Other/Unknown WV 54999

WISCONSIN

Appleton 35005
Beloit 35010
Brookfield 35015
Eau Claire 35020
Fond Du Lac 35025
Green Bay 35030
Janesville 35040
Kenosha 35045
La Crosse 35050
Madison 35055
Manitowoc 35060
Menomonee Falls 35065
Milwaukee 35070
Oshkosh 35085
Racine 35090
Sheboygan 35091
Superior 35092
Waukesha 35093
Wausau 35094
Wauwatosa 35096
Other/Unknown WI 35099

WYOMING

Casper 85105
Cheyenne 85110
Laramie 85120
Other/Unknown WY 85199

US TERRITORIES—

CARIBBEAN

Puerto Rico 5530
Virgin Islands 5540

US TERRITORIES—

PACIFIC

Guam, American Samoa, etc. . 5590

SOVEREIGN STATES UNDER

COMPACT OF

FREE ASSOCIATION

Marshall Islands, Micronesia,
Palau, etc. 5592

FOREIGN 5500

Canada 5510
Mexico 5520
Central America 5521
South America 5522
Europe 5550
Africa 5560
Middle East 5570
Asia/South Pacific 5580
Australia 5581



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