



Employment Report and  
Salary Survey Data  
for the  
—— Class of 2020 ——

Instructions for  
Compiling and  
Reporting

Deadline for Submitting Your Data to NALP:  
**April 20, 2021**



# Contents

---

**GETTING STARTED** **2**

---

**ERSS DEFINITIONS AND TERMINOLOGY** **5**

---

**I. DEMOGRAPHIC INFORMATION** **6**

---

- Gender Identity & LGBTQ Status
- Race/Ethnicity
- Age
- Disability Status
- Veteran Status
- Transfer Student
- Program Type
- Parental/Guardian Education

**II. JOB INFORMATION** **8**

---

- Post-Graduate Employment Status and Type of Job
- Type of Job
- Timing of Job Offer
- Job Start Date
- Source of Job
- Search Status of Employed Graduates
- Job Duration for Employed Graduates
- Law School Funding
- Additional Job Detail
- Law Firm Employment
- Business Employment
- Government Employment
- Public Interest/Non-Profit Employment
- Education Employment
- Geographic Location
- Salaries and Stipends
- Reporting Salaries

**III. GRADUATE SURVEY FORM — CLASS OF 2020** **17**

---

**STATE & CITY CODES** **19**

---

# 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 2020 is defined as persons graduating with a JD degree between September 1, 2019 and August 31, 2020.**

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 Monday, March 15, 2021. 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 15. 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 15.

- **Before you begin entering the information from your graduate surveys or transferring it to an ASCII file or Excel template provided by NALP, 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 2020*. 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](http://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 2020, 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 2020. Exception: You do not need to provide a form or record for a 2020 graduate who is deceased.

- **As a reminder, NALP is no longer accepting paper forms.** For schools submitting their data outside of Symplicity or 12Twenty, please use the ASCII instructions or Excel template provided by NALP to submit your data.

- **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 2020 Frequently Asked Questions” (or your own version thereof) when you survey/request information from your graduates.

➔ **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 in the file 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 2020 graduate. If you use Symplicity or 12Twenty, 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. Symplicity users should not alter the XML file after exporting, as this will cause formatting issues. Any changes should be made directly within Symplicity in order to submit a clean 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. The government job type is reported as “other.” 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.
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 15. 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 15, 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 or receiving diploma privilege. For those graduates with diploma privilege who received their job offer after graduation, the post-graduation timing should be reported as after bar results.
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 15.
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.

**Deadline for Submitting Your Data to NALP:  
APRIL 20, 2021**

# 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 2020,” which is included starting on page 17 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 & LGBTQ Status**

- Students and graduates should be encouraged to self-identify as to gender identity and sexual orientation.
- Gender Identity: Allows students and graduates to select one of the following gender identities: woman, trans woman, man, trans man, non-binary or third gender, choose to self-identify, or prefer not to disclose.
- LGBTQ Status: Allows students and graduates to identify as lesbian, gay, bisexual, transgender, and/or queer.

## **Race/Ethnicity**

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

- Although Latinx graduates may be of any race, please classify them as Latinx.
- Graduates of European descent, e.g., Italian, Polish, German, Irish, Swiss, should be classified according to their race, which is most likely white/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 or African-American category includes not only African-Americans but also Black graduates 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.

- The Native American or Alaska Native category includes individuals having origins in any of the original peoples of North and South America (including Central America) who maintain cultural identification through tribal affiliation or community attachment.

## **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. If creating your own file, 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.

## **New for the Class of 2020**

### **Parental/Guardian Education**

- Indicate the highest level of education completed overall by any of the graduate's parents or guardians. Select only one response.
- Secondly, indicate whether any of the graduate's parents or guardians have a JD degree. Please note that if "yes" is indicated in this item, then "doctoral or professional degree" should be selected in the previous question. Select "no" if the graduate does not have a parent or guardian with a JD degree.

## 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 15, 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 a NALP-provided template to submit your data, employment status and job type are combined into one item labeled “Job Type.”

**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 15, 2021. A job that starts on March 16 for example, does not meet the bright line March 15 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 15, for whatever reason (e.g., a judicial clerkship scheduled to start in the fall of 2021 or an assistant D.A. who will start on March 18, or April 1) cannot be reported as the job held as of March 15. 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 13).

- Interim work — In cases where a graduate has accepted a job that will start after March 15, 2021, but has an interim job as of March 15, 2021, 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 Graduate Studies.** This category includes both degree-granting and non-degree granting 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 job that is concurrent with graduate study, the school may choose whether to classify the graduate as Enrolled in Graduate Studies or as Employed. A graduate may be reported as Enrolled in Graduate Studies regardless of whether the enrollment is part-time or full-time.
- **Employed—start date deferred.** The graduate has accepted a written offer of employment by the March 15 reporting date, but the start date of the employment is subsequent to March 15. 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 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 15, 2021.

A graduate who is studying for the bar exam and is not employed as of March 15, 2021 is considered to be seeking paid employment. A graduate who is employed as of March 15, 2021 but seeking another job should be reported in an employed category.

- **Not Seeking Work.** Those “not seeking work” are unemployed and would not accept an offer of employment. 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 15, 2021.
- **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 or have been granted diploma privilege 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 and articling students (Canada only). Also, note that, for purposes of reporting to NALP, judicial clerkships (as defined on page 13) 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 real estate agent. 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. Examples of jobs in this category include a barista, retail salesperson, restaurant server, or receptionist/administrative assistant.
- **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 15. 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. **If a graduate was granted diploma privilege, the second timing item should be reported as after bar results.** 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 15.

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 15 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 15, 2021. 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 OCI; the internship opportunity might have been posted in the career services office. Only use the “as a result of an internship/externship” option for jobs in which another initial source does not apply.
- 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 15. 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 (one 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 (three detail questions)
- Business (two detail questions)
- Government (two detail questions)
- Public Interest/Non-profit (one detail question)
- Education (two 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 15.** 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.” The source of job should be reported as “started own practice or business.”

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 15 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 “international” 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. Do not report any government positions outside of the U.S. as local.
- **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 positions now have their own government level.**
- **All governments of other countries** and jobs with the United Nations or NATO should be classified as “international.”

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 15. This is the only exception to the general guideline of reporting the job in which the graduate is working as of March 15.
- **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 15, please report what the graduate is doing as of March 15. If a graduate will be working in a law firm prior to a judicial clerkship and as of March 15, report the law firm job. If the graduate has obtained a clerkship that will start after March 15, e.g., in September of 2021 or 2022, and is not working as of March 15, 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 their own legal services organization; that individual may start a for-profit but public interest law firm, as defined on page 11.
- 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 beginning with 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 their 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 in a graduate degree program and are not otherwise working. Such graduates

should be reported as enrolled in graduate studies 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.

### **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 19. 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 19 of this booklet, not shorthand or an abbreviation. 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.

- 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.

### **Reporting Salaries**

- 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.

- It is not necessary to report salaries for solo practitioners who have started their own law firm.
- 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.
- Do not report salaries paid in currency other than U.S. dollars.
- 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 15. 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 2020 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 (select one)

- Woman     Trans Woman  
 Man         Trans Man  
 Non-binary or third gender  
 Choose to self-identify with an identity not listed above  
    (describe) \_\_\_\_\_  
 Prefer not to disclose

#### D. LGBTQ STATUS

I identify as Lesbian, Gay, Bisexual, Transgender and/or Queer (LGBTQ)

- Yes                       No

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

- Latinx  
 Black or African American  
 Asian  
 Native Hawaiian or other Pacific Islander  
 Native American or 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.

#### H. PARENTAL/GUARDIAN EDUCATION

H1. What is the highest level of education completed by either of your parents (or the people who raised you)? (select one)

- Did not finish high school  
 High school diploma or GED  
 Completed some college coursework but did not complete an undergraduate degree  
 Associate's degree (AA, AS, etc.)  
 Bachelor's degree (BA, BS, etc.)  
 Master's degree (MA, MS, MBA, etc.)  
 Doctoral or professional degree (PhD, JD, MD, DDS, etc.)

H2. Do either of your parents (or the people who raised you) have a JD?

- Yes                       No

### 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 Graduate Studies  
 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.

- Through an on-campus interview (OCI) program
- 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
- As a result of an internship/externship experience
- 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)
- Privacy/Cybersecurity analyst or officer
- Contract manager/analyst
- Self-employed
- Other (describe) \_\_\_\_\_

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

**B6. LEVEL OF GOVERNMENT**

- Federal
- State
- Local (city/municipal/county)
- Tribal
- International

**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 . . . . .	12021
Other/Unknown ME . . . . .	12099

**MARYLAND**

Annapolis . . . . .	52105
Baltimore . . . . .	52110
Bethesda . . . . .	52115
Cumberland . . . . .	52135
Frederick . . . . .	52150
Gaithersburg . . . . .	52155
Glen Burnie . . . . .	52160
Hagerstown . . . . .	52165
Rockville . . . . .	52185
Silver Spring . . . . .	52190

Towson . . . . .	52194
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  
Goldsboro . . . . . 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

Beverton . . . . .	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-	
Marumscoc . . . . .	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



**National Association for Law Placement (NALP)**

1220 19th Street NW, Suite 401  
Washington, DC 20036-2405  
Phone: (202) 835-1001 | Fax: (202) 835-1112  
[www.nalp.org](http://www.nalp.org)

© November 2020. National Association for Law Placement, Inc. ® (NALP®)  
All rights reserved. **NALP** and the **National Association for Law Placement** are registered trademarks of the National Association for Law Placement, Inc.