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“Event Networking 101: Go With a Purpose and a Plan.”

Before You Go:

1. Identify the returns before you go. Knowing what you want and why you are there will motivate you to make the most of the event.
2. Practice your self-introduction. Incorporate energy, enthusiasm, examples.
3. Read up on the day's news. Starting a conversation can be as easy as saying something about the event or the facility or asking what drew the other person to the event.
4. Put your business cards in your suit pocket or outer pocket of your purse. Keep cards in your car in case you forget to put them in your suit or purse, or in case you attend an event on the spur of the moment.

Arrive Early:

1. Scan the nametags on the registration table. Look for names of people or companies you would like to meet or might help.
2. Meet the organizers and hosts, including the people behind the registration table. Ask and listen to what they want to accomplish with the event. Consider how you can help it be a success.
3. Put your nametag on your right lapel or to the right of where it would be. This makes it easier for people to read as they extend their hand.
4. Meet other people as they arrive, before they start breaking into groups. This tactic helps you avoid being in a room where everyone is already talking to someone else.

During the Event:

1. Focus on others instead of yourself. Try one of the following.
 - a. Be gracious and act like you are a host. Approach those standing alone. Rescue them and they will be grateful.
 - b. Connect people with others in the room.
 - c. Have energetic conversations. Ask questions to engage people in something that interests them. “How did you get started in your

- business? How would I know if I am speaking to a potential client of yours? What is your biggest challenge?"
- d. Listen well. Listen twice as much as you speak.
2. If no one is standing alone, look for groups of 3 or more.
 - a. People tend to pair up. A group with an odd number can be easier to join.
 - b. Look for a group where people are laughing. Join after the laughter or during a break in the conversation. Try "this looks like a fun group. What's going on here?"
 - c. Does someone appear unengaged in the conversation? Introduce yourself to that person.
 - d. If you feel uncomfortable, move on and find ways to help other people.
 3. Start conversations with people while in line for the bar or the food.
 5. Smile and say hello, even if you are just passing someone.
 6. Spend time getting to know new people. You can talk with your friends and colleagues another time. Keep in mind your purposes for attending the event.
 7. Get the business cards of the people with whom you feel a strong connection. Again, keep in mind your purposes for attending. You do not have to get cards from everyone.

After the Event:

1. Congratulate yourself for going, for arriving early and for what else you did well.
2. Consider what you can do differently next time.
3. Record notes and contact information for those people with whom you felt a connection. Follow up with them in timely, appropriate ways.

Elizabeth Jolliffe is a career management and business development coach for lawyers and other professionals. She practiced for 19 years as a business litigator at Clark Hill PLC in Detroit. Elizabeth helps her clients build their practice, take charge of their career and reach their full professional potential. She can be reached at (734) 663-7905 or Elizabeth@YourBenchmarkCoach.com. www.coachscornerbar.blogspot.com



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ALTERNATIVE LEGAL CAREERS FOR LAW SCHOOL GRADUATES - SOME CONSIDERATIONS

1. Self- Assessment
 - a. Who are you?
 - i. Interests, skills, values, kind of people contact, work environment, etc.
 - b. What do you want?
 - i. This is your own definition of success.
 - ii. Hint: this is the secret you don't want to admit to anyone.
 - c. What are you willing to give up in order to get what you want?
 - i. Identity as a lawyer?
 - ii. Money?
 - iii. Prestige?
2. Creating an ideal job grid.
 - a. Identify must haves and must avoids with respect to your interests, skills, values, people contact and work environment.
3. Using your completed ideal job grid to evaluate possible careers and jobs.
4. Examples of alternative careers for law school graduates.
 - a. Court system –
 - i. Judicial attorney and law clerks (trial and appellate level)
 - ii. Clerk of the Court staff
 - iii. Friend of the Court staff
 - iv. Magistrate
 - b. State and Federal government
 - i. Prosecutors, public defenders
 - ii. City attorneys
 - iii. Agencies, legal positions as well as analysts and agents, administrative law judges and staff
 - iv. State Attorney Generals

- c. Legal aid offices – legal aid lawyers, as well as pro bono coordinators
 - d. Non-profits – development officer for community foundation.
 - e. Sports
 - i. Athletic associations – LPGA commissioner
 - ii. Professional agents
 - iii. MLB, NHL, NFL, NBA employees
 - iv. Compliance directors for university athletic departments
 - f. Universities – general counsel’s office, law professors in traditional courses and for law school clinics, lecturers and adjunct professors at the undergraduate and graduate levels in sports law and business law
 - g. Law school career services offices and other student services offices
 - h. Professional development and/or business development management positions within firms (see NALP website)
 - i. State and local bar association executive directors
 - j. Mediators
 - k. Human Resources departments
 - l. Politics – politician, counsel to a politician or political party, political staffer, lobbyist,
 - m. Legal newspaper editors
 - n. Fiction writers
5. Tips:
- a. Take responsibility for your own career development.
 - b. Follow your interests.
 - c. Build on your strengths.
 - d. Build and maintain your network.
 - e. Don’t wait for opportunities to fall in your lap.
6. Resources:
- a. What Can You Do With a Law Degree: A Lawyers Guide to Career Alternatives Inside, Outside & Around the Law, by Deborah Arron.
 - b. Free and for fee self-assessments available online and through your law school career services office or your undergraduate career services office.

NOBODY CAN DO IT BETTER *Define* **YOURSELF, YOURSELF**

BY ELIZABETH JOLLIFFE

Mahatma Gandhi believed that we must be the “change” we want to see in the world. With slightly less lofty goals than global humanitarianism and world peace, let’s look at how lawyers can start being the change they want in their practices and careers.

Common desired changes include more clients, increased revenue, job security, choice or control, and fulfillment. A good way to start is by taking a close look at your personal “brand,” also known as your reputation. Close scrutiny may make you uncomfortable, but honestly assessing, refining and promoting your brand is vital to your job security and professional career development.

Identifying your personal brand

Make a short list of adjectives describing your brand. If you do not know your brand or reputation, or you know it and you want to change it, what do you want it to be? What is important that people think about you? If your list contains words like smart, hardworking, reliable, responsive and professional — dig deeper.

A strong brand should differentiate you from the rest of the crowd. Although it is hard, take a close look to find your strengths, interests, unique attributes and your values. Combine these uniquely personal elements to formulate a brand that creates an expectation about you that helps you stand out.

If you are a fairly new lawyer, think carefully about what you want to be known for even at this early stage, and work toward that reputation. Seek advice and help from more experienced lawyers or a coach.

For example, as a senior associate, Karen wanted more control over the nature of her work and flow of her workload. She also wanted more job security within her firm and increased compensation. Karen focused on her strengths, values, interests and unique attributes to create and promote a stronger reputation for herself. She became clear on how and what she



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*For privacy reasons,
names have been altered.*

wanted to be known for, and she took her practice to that next level. She is turning an interest into an expertise, receiving referrals for it, and has more choice and control over her work. Her annual evaluations and compensation reflect her successful changes.

Promoting your personal brand

Once you have a clear idea of what your brand is or what you want it to be, identify ways that you can promote it more effectively.

Look at your professional profile on the firm’s or company’s Web site, your social networking profiles, your business and note cards. Look at articles you have written and presentations you have given. Look at your e-mail signature block, self-evaluations and the personal business plan you give to your practice group leader every year. How do they promote your personal brand? Make a list of ideas how you can change these to more effectively communicate your reputation.

Refine or refresh your professional profile to fit your brand

Rewrite the personal description that appears at the end of your articles. Provide a written introduction to make it easier for someone to introduce you at your next speaking engagement. Make these descriptions compelling and relevant. Use the words you want people to remember about you.

As an experienced litigation partner said at a recent workshop, “I can’t just go up to people and say, ‘Hi, I’m Jennifer. I’m smart, effective and tenacious.’” Yet, although unintentional, by volunteering and speaking up in the discussion, Jennifer professionally and appropriately began communicating her brand to 35 other business people.

Leave people with the impression you want them to have of your service, expertise or experience. For example, if you are developing a mediation practice, and want to be known as skilled at settling difficult cases in one session, reinforce this with your clients and referral sources with short, relevant success stories. If you want to be known as a litigator for resolving cases quickly through early aggressive dispositive motion practice, send a letter with your final invoice that reinforces that successful strategy. Appropriately share success stories with potential clients, referrals sources, and within your firm as well.

When a client says something positive about working with you, write it down. After you conclude the matter, remind your client of their comments, thank them, and tell them how pleased you are that they are happy. Ask if you can use what they said as a testimonial on your Web site. Many clients will be very flattered that you asked for their help, even if they prefer the comment to be anonymous.

If you want to enhance and enjoy your practice and career even more, start by identifying and evaluating your personal brand and making it better known to your world. **M**

TOP 25 PRACTICE AREAS AND SAMPLE PRACTICE SETTINGS

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Most students come into law school with only a vague notion of what it means to practice law. Films, novels, newspapers, television and other mass media abound with images of lawyers. However, as every practicing lawyer will tell you, the reality of practicing law is very different from both the media and what a law student experiences. Furthermore, there are interesting but less “popular” areas of the law that never even make it into the media. For example, you would never imagine that a John Grisham novel would have any references to ERISA law. Or that Scott Turow’s characters would ever quote from the Railway Labor Act. Yet every year, thousands of law students get ready to graduate without ever fully exploring or even understanding whether their chosen area of practice is the *right fit* for them. In addition, many students never realize that their “favorite” area of law can be practiced in a variety of legal settings, not only in BigLaw (for example).

This practice area chart was developed to provide an overview of the various legal settings for the top 25 practice areas. The chart is not exhaustive in any way. Nor will it explain the nuts and bolts of a particular practice area. To learn more about particular practice areas, what they are, what skills and training are required, and to read narratives from practitioners about their day to day work life, we strongly recommend you read: The Official Guide to Legal Specialties: An Insider’s Guide to Every Major Practice Area, by Lisa L. Abrams, J.D., published for the National Association for Law Placement by Barbri Group, 2000. In addition, the legal recruiting firm of Major, Lindsey & Africa has spoken many times at Michigan Law about finding the *right* practice area for your particular interests and abilities. You can find Major Lindsey’s handouts in the OCS Library, as well as listen to their presentation: “Law Firm Practice Area Summary, Presentation to the University of Michigan law School, October 14, 2009.” <http://www.law.umich.edu/currentstudents/careerservices/workshops/workshopsarchive/Pages/f09.aspx>. The Top 25 Practice Areas and Sample Practice Settings chart is taken directly from both these sources and we encourage you to read them.

Administrative/Regulatory (Government Practice)

Private Sector

- *Law Firms*
 - Many law firms have government practice groups, especially those located in DC
- *In-House*
 - Some companies have in house attorneys who handle regulatory matters, lobbying and public affairs activities (e.g., monitoring issues that effect their industry and the overall business climate, developing relationships with key players in government and policy arenas, etc.)

Government

- *Federal Government*
 - Executive Branch
 - All Executive and Independent Agencies, General Counsel Offices
 - Executive Agencies, Non-legal Policy Positions (often characterized as an “Analyst” in the job title)
 - White House Offices, particularly the Office of Management and Budget
 - Administrative Law Judge/Clerks
 - Federal Commissions, such as the Nuclear Regulatory Commission, or the National Indian Gaming Commission
 - Legislative Branch
 - Committees, Sub Committees, Office of Legislative Counsel
 - Member Staffs
- *State Government*
 - Executive Branch
 - Governor’s Office
 - Attorney General’s Office
 - Executive Agencies, General Counsels Offices
 - Executive Agencies, Non-legal Policy Positions
 - Administrative Law Judge/Clerks
 - State Commissions, such as the Michigan Public Service Commission
 - Legislative Branch
 - Committees
 - Member Staffs
- *Local and County Government*
 - City Attorney
 - City Council
 - School Board
 - City Departments, such as Parks Boards, Zoning Boards, Planning Commissions, etc

Non-Profit Sector/NGOs

- Larger NGOs that engage in policy will comment on regulations, submit draft ones, lobby, etc.
 - Human Rights Watch; Children’s Defense Fund; National Wildlife Federation; Sierra Club
- Unions
 - AFL-CIO
- Interest Groups
 - AARP

Judicial

- Clerks and Judges at all levels – federal, state, trial, appellate – will be involved in cases that touch on Government Practice. This would be especially true of the federal courts located in DC

Antitrust

Private Sector

- Law Firms
 - Many law firms have antitrust practice groups, especially mid-size and larger law firms
- In-House
 - This area is usually outsourced to private counsel for litigation, but some in house attorneys in certain industries may have compliance responsibilities

Government

- Federal Government
 - Executive Branch
 - Department of Justice: Antitrust Division
 - Department of Defense
 - Department of Commerce: OGC
 - Department of Agriculture: OGC
 - Department of Transportation
 - Securities and Exchange Commission
 - International Trade Commission
 - Federal Trade Commission
 - Federal Reserve Board
 - Legislative Branch
 - Congressional Committees, Sub Committees, Office of Legislative Counsel (in both the Senate and House of Representatives)
 - Member Staffs
 - Antitrust Modernization Commission
- State Government
 - Attorney General's Office
- Local Government
 - N/A

Non-profit Sector/NGOs

- American Antitrust Institute; Competitive Enterprise Institute
- Some NGOs advocate for tighter antitrust regulations in some regulated sectors of the economy
 - Banking mergers, transportation, energy, etc.

Judicial

- Clerks and Judges at all levels – federal, state, trial, appellate – will be involved in cases that might address antitrust issues

Appellate Litigation

Private Sector

- *Law Firms*
 - Many law firms, both large and small have appellate groups, especially those located in DC
- *In-House*
 - Not that often, but a general counsel will be closely supervising appellate litigation and in many cases play a day to day role

Government

- *Federal Government*
 - Department of Justice: Antitrust Division; Bureau of Prisons; Civil Division; Criminal Division; Civil Rights Division; Environmental and Natural Resources Division; Executive Office of Immigration Review; Office of Information and Privacy; Office of the Solicitor General; Tax Division; U.S. Parole Commission; U.S. Trustees Program; U.S. Attorneys' Offices
 - Some Executive/Independent Agencies, including the Department of Labor, the SEC, NLRB, Federal Election Commission, but not most:
 - All other agencies have litigation staff, which would touch on appellate work, but the bulk of the actual in-court work is done by DOJ on the agency's behalf. That said, agency litigators evaluate cases for trial, respond to subpoenas, provide subject matter expertise to the DOJ litigators, draft memoranda setting out the agency's interpretation of the law, develop case strategy, conduct negotiations, prepare and respond to discovery, and are participants in hearings, trials, and appellate proceedings
 - Department of Agriculture: National Appeals Division
 - Department of Veterans Affairs: Board of Veterans' Appeals
 - JAG Corps
 - Administrative Law Judge/Clerks
 - Federal Public Defender Offices
- *State Government*
 - Attorney General's Office
 - State Solicitor General's Office
 - State Appellate Defender Office
 - Administrative Law Judge/Clerks
 - State Commissions, such as the Attorney Grievance Commission
- *Local Government*
 - City Attorney's Office
 - Prosecutor's Office
 - Public Defender Office

Non-Profit Sector/NGOs

- Some NGOs handle their own appellate work, while others use law firms or pro bono counsel. The practice varies too widely to capture briefly

Judicial

- Clerk for Federal Appellate or District Court (District courts will hear appeals from Administrative Law Judges, Magistrates, and some state courts (such as habeas))
- Staff Attorney for Federal Appellate or District Court
- Staff Attorney for State Appellate or Trial Courts (Again, state trial courts will hear appeals from magistrates or referees)
- Federal or State Administrative Law Judges/Clerks
- International courts and tribunals

Bankruptcy

Private Sector

- *Law Firms*
 - Boutiques as well as large general practice firms; sometimes called “Corporate Restructuring;” can represent creditors or debtors or both
- *In-House*
 - Banks, mutual funds, title companies, utilities and other corporations which deal with finance

Government

- *Federal Government*
 - Department of Justice: U.S. Trustee Program (Chapter 13 Trusteeships), but also Federal Bureau of Prisons; Civil Division; Criminal Division; Environmental and Natural Resources Division; Tax Division; U.S. Attorneys’ Offices
 - Farm Credit Administration
 - Federal Deposit Insurance Corp (FDIC)
 - Federal Retirement Thrift Investment Board
 - U.S. Commodity Futures Trading Commission
- *State Government*
 - Some state tax authorities may be involved in bankruptcy issues, e.g. Michigan Department of the Treasury
- *Local Government*
 - City attorney offices may become involved in bank issues when a city is financially struggling (L.A., OC)

Non-Profit Sector/NGOs

- National, state and local consumer rights organizations have bankruptcy and debtor relief programs, e.g. Consumer Action, National Consumer Law Center, National Consumers Rights League, National Association of Consumer Advocates, Consumer Bankruptcy Assistance Project, etc.
- Unions offer legal assistance for personal bankruptcies to union members

Judicial

- Federal Bankruptcy Court Judges, Clerks, and Staff attorneys

Corporate

Private Sector

- *Law Firms*
 - Law firms large and small have corporate law groups. Larger firms may have subgroups, such as Capital Markets, Corporate Finance, Mergers & Acquisitions, Private Equity, and Project Finance
- *In-House*
 - Legal departments of companies can range from one attorney for very small companies to a staff of hundreds of lawyers for large multinational corporations. They rarely hire lawyers directly from law school, however

Government

- *Federal Government*
 - Executive Branch
 - Department of Commerce
 - Department of Defense (contract management, legal services, defense logistics)
 - Department of Labor
 - U.S. Commodity Futures Trading Commission
 - Small Business Administration
 - Environmental Protection Agency
 - Department of Agriculture
 - Department of Housing and Urban Development
 - Department of Transportation
 - Federal Trade Commission: Bureau of Competition; Bureau of Consumer Protection
 - Federal Communications Commission
 - Securities and Exchange Commission
 - International Trade Commission
 - Comptroller of the Currency: Law Department
 - Federal Aviation Administration: OGC
 - Federal Reserve Board
 - Export-Import Bank of the US: OGC
 - Pension Benefit Guaranty Corporation: OGC
 - Federal Deposit Insurance Corporation
 - Overseas Private Investment Corporation
 - Legislative Branch
 - Congressional Committees, Sub Committees, Office of Legislative Counsel (in both the Senate and House of Representatives)
 - Member Staffs
- *State Government*
 - Attorney General's Office
- *Local Government*
 - City Law Departments will often have attorneys involved in finance, commercial and real estate work

Non-Profit Sector/NGOs

- Non profits generally do not have legal staff dedicated just to corporate work, but if the need arises (e.g. project finance), will outsource to firms

Judicial

- Clerks and Judges at all levels – federal, state, trial, appellate – will be involved in cases that might address corporate issues

Criminal Law (prosecution and defense)

Private Sector

- *Law Firms*
 - Big corporate law firms may have a white collar criminal law practice as well as potentially represent long standing clients in some criminal matters, e.g. Williams & Connelly
 - Small firms and solo practitioners are the majority of private sector attorneys handling criminal defense matters
 - Some large firms will represent criminal defense on a pro bono basis, particularly in capital cases
- *In-House*
 - N/A

Government

- *Federal Government – Defense*
 - Federal Defenders
- *State Government – Defense*
 - Public Defender; Office of Appellate Defender
- *Federal Government – Prosecution*
 - Department of Justice: U.S. Attorneys' Offices; Criminal Division: Office of the AAG, Appellate Section, Asset Forfeiture and Money Laundering Section, Capital Case Unit, Child Exploitation and Obscenity Section, Computer Crime and Intellectual Property Section, Fraud Section, Gang Unit, Human Rights and Special Prosecution Section, International Criminal Investigative Training Assistance Program, Narcotic and Dangerous Drug Section, Office of Enforcement Operations, Office of International Affairs, Office of Policy and Legislation, Office of Overseas Prosecutorial Development, Assistance and Training, Organized Crime and Racketeering Section, Public Integrity Section; Environment and Natural Resources Division; Antitrust Division; Tax Division; Civil Division, Torts Branch
 - Department of Homeland Security: ICE; U.S. Customs and Border Protection; OGC; TSA
 - Department of the Treasury: Financial Crimes Enforcement Network; Terrorism and Financial Intelligence; Office of Thrift Supervision
 - Department of Defense, Department of the Army, Criminal Investigations Command
 - FBI
 - Drug Enforcement Agency
 - Bureau of Alcohol, Tobacco and Firearms
 - IRS
- *State Government – Prosecution*
 - Attorney General; State Department of Labor (some states); Department of Environmental Quality (some states)
- *Local Government – Prosecution*
 - District Attorney or Prosecutors Office; Corporation Counsel/City Law Department

Non-Profit Sector/NGOs

- Except for some hybrid government/private non-profit legal aid organizations, most criminal lawyers work for government or private firms
- Law schools often have criminal defense clinics, both for trial and appellate work

Judicial

- International Court of Justice; International Criminal Court; International Criminal Tribunal for Rwanda; International Criminal Tribunal for the Former Yugoslavia; Clerks and Judges at all levels – federal, state, local, trial, appellate – will be involved in criminal cases

Employee Benefits/ERISA

Private Sector

- *Law Firms*
 - Employee Benefit law is often handled by boutique firms
 - Some large firms represent large corporate employers with a unionized setting or a large work force with various employee benefit issues
 - Most large firms have the full array of employee benefit work, such as pension, 401(k) plans, profit sharing, etc. organized within the tax group
- *In-House*
 - Banks; other large corporations; accounting firms; investment banks and firms; consulting groups
 - Some corporations will routinely have one staff attorney to handle benefit issues

Government

- *Federal Government*
 - Pension Guaranty Corporation
 - Most large government agencies have staff lawyers to handle employee benefit and pension issues (e.g., Department of Justice: Civil Division, Criminal Division, FBI, Justice Management Division, Tax Division; Federal Reserve Banks; FCC; FDIC; Federal Retirement Thrift Investment Board; CIA; General Services Administration)
- *State Government*
 - Most state agencies have a personnel or HR department requiring legal assistance
- *Local Government*
 - Some city corporate counsel offices will have attorneys “inside” to handle pension and employee benefit work, especially if it is a larger city (e.g. Chicago, NY, LA, etc.)

Non-profit Sector/NGOs

- Some national and statewide organizations will hire a lawyer to manage HR functions. However, most of this work is farmed out to private counsel
- Unions often have in-house attorneys to handle pension and employee benefit issues

Judicial

- Clerks and Judges at all levels – federal, state, trial, appellate – deal regularly with employee benefit issues at all levels

Employment Discrimination/Labor Law

Private Sector

- *Law Firms*
 - Boutique and large general practice firms, though employment discrimination work has more often become the province of smaller firms; labor law firms representing management or unions (eg, Littler Mendelson for management, Bredhoff and Kaiser for unions). Firms may also handle executive compensation, negotiation, and representation
- *In-House*
 - Corporations of every stripe hire attorneys to handle labor and HR matters

Government

- *Federal Government*
 - National Labor Relations Board: the Board itself, in the General Counsel's Office, or in their Regional Offices
 - Department of Labor
 - Department of Justice: ATF; Civil Division; Bureau of Prisons; Civil Rights Division; DEA; Executive Office for U.S. Attorneys; FBI; Justice Management Division; Office of the Inspector General; U.S. Attorneys' Offices; U.S. Marshals Service
 - OSHA
 - Equal Employment Opportunity Commission
 - Mine Safety Health Board
 - Federal Labor Relations Authority
 - Railroad Retirement Board
 - Merit System Protection Board
 - Practically all other departments have a need for lawyers handling labor and employment issues, especially in unionized settings (U.S. Post Office), as well as lawyers handling general hiring and professional development issues (U.S. Trade and Development, GSA, NASA, DOJ, BOP, etc.)
 - There are also positions as analysts and investigators (e.g. Wage and Hour investigators at DOL; work force analysts at DOL)
 - Department of State: Office of Civil Rights
 - Department of Transportation: OGC
- *State Government*
 - State Labor boards; civil rights commissions; state and local minority contracting commissions and boards; OSHA (both federal and state) such as MIOSHA; Michigan Dept. of Labor and Economic Growth; State Education Boards
- *Local Government*
 - City law departments (corporate counsel offices such as the Chicago Corporate Counsel Office, Ann Arbor City Attorney office) hire lawyers to negotiate with unions, manage HR issues, and litigate or arbitrate grievances and provide employment issue advice and counsel
 - Local urban transit departments
 - City/County education boards
 - Airport authorities have labor and employment lawyers

Non-Profit Sector/NGOs

- National Employment Law Project
- Sugar Law Center
- National Lawyers Guild Workers Rights Projects
- Migrant and immigrant workers rights projects on the state and national level such as the Florida Immigrant Advocacy Center, Michigan Migrant Legal Assistant project, etc.
- There are some larger NGOs with employment units, e.g., the National Women's Law Center and the Legal Assistance Foundation of Metropolitan Chicago
- Colleges and universities' in-house counsel offices

- Hospitals' in-house counsel offices
- Unions, e.g. AFL-CIO, AFTRA-SAG, Carpenters, Flight Attendants, UAW, Federal Treasury Workers Union, Teachers Unions, SEIU, and other public employee unions

Judicial

- Clerks and Judges at all levels – federal, state, trial, appellate – will be involved in employment cases
- Administrative Law Judges (ALJs) for National Mine Safety Health Board, EEOC, DOL

Energy

Private Sector

- *Law Firms*
 - Many law firms of all sizes have energy practice groups
 - In regions with large gas and oil concerns, boutique firms with energy practices can be found
- *In-House*
 - Energy companies' general counsel offices

Government

- *Federal Government*
 - Executive Branch
 - Department of Energy
 - Coast Guard
 - Department of the Interior
 - U.S. Geological Survey
 - Office of Surface Mining Reclamation
 - Department of Justice: Antitrust Division; Civil Division; Environmental and Natural Resources Division
 - Department of Transportation
 - Federal Energy Regulatory Commission (FERC)
 - Legislative Branch
 - Congressional Committees, Sub Committees, Office of Legislative Counsel (in both the Senate and House of Representatives)
 - Member Staffs
- *State Government*
 - Attorney General's Office
 - Department of Energy
 - Public Service Commission/Public Utility Control
- *Local Government*
 - City Attorney – not commonly handled but some energy-related issues may arise on occasion

Non-profit Sector/NGOs

- National Research Defense Counsel; National Wildlife Federation; Sierra Club and other organizations addressing conservation and alternative energy

Judicial

- Clerks and Judges at all levels – federal, state, trial, appellate – will be involved in cases that might address energy issues

Entertainment/Sports/Media and Communications

Private Sector

- *Law Firms*
 - Mostly smaller firms, although some of the large national firms, particularly those on the coasts, may have small entertainment or sports law practices
- *In-House*
 - Film companies and individual directors, producers, talent, etc.
 - Music companies and individual artists, producers, etc.
 - Television companies and individual artists, producers, etc.
 - Sports teams and individual players
 - Magazines and newspapers
 - Symphonies and orchestras
 - Museums and galleries, including the Smithsonian and the National Gallery of Art

Government

- *Federal Government*
 - Federal Communications Commission
 - National Gallery of Art
 - Smithsonian Institution
- *State/Local Government*
 - Commission on the Arts
 - State Utility Commissions
 - Department of Cultural Affairs and Office of Film Theatre and Broadcasting

Non-profit Sector/NGOs

- Nonprofit arts organizations; groups who advocate for a particular policy concerning media, speech and the internet, e.g., Media Access Project, Electronic Frontier Project, ACLU, to name but a few
- Unions
- NCAA compliance offices in university or college athletic departments or general counsel offices

Judicial

- All federal courts see a variety of cases concerning mass media, the internet and communications law
- The Federal Circuit has jurisdiction over appeals from the FCC

Environmental Law

Private Sector

- *Law Firms*
 - Many law firms of all sizes have an environmental practice representing corporations and industry to deal with the complex network of environmental regulations and laws
 - Real estate and municipal law practices intersect with environmental law as well
- *In-House*
 - Companies with large real estate holdings or in businesses with possible environmental impacts have environmental attorneys (e.g. Waste Management, BP, Boeing, U.S. Steel, Ford Motor Co.)

Government

- *Federal Government*
 - Department of Defense: Air Force Center for Engineering and the Environment; Department of the Army; Army Corps of Engineers; Department of the Army, Army Installation Management Command; Department of Defense OGC; Department of Defense, Defense Logistics Agency; Department of the Navy, Naval Facilities Engineering Command; Commander, Naval Installations
 - Department of Agriculture: OGC
 - Department of Homeland Security: Coast Guard; FEMA; OGC
 - Department of Labor: Office of the Secretary; Office of the Solicitor
 - Department of Interior: Office of the Solicitor; Office of the Secretary
 - Department of Energy: Federal Energy Regulatory Commission; Office of Policy and International Affairs; OGC
 - Department of Commerce: OGC; National Oceanic and Atmospheric Administration
 - Department of Justice: Environmental and Natural Resources Division; Civil Division, Federal Programs Branch and Torts Branch; Civil Rights Division; Bureau of Prisons; DEA; U.S. Attorneys' Offices
 - Environmental Protection Agency
 - U.S. Trade and Development Agency
 - NASA
 - Department of State: Oceans and International Environmental and Scientific Affairs
 - Department of Housing and Urban Development: OGC
 - Department of Transportation: Aviation and International Affairs, OGC
 - Federal Mine Safety and Health Review Commission
 - Defense Nuclear Facilities Safety Board
 - General Services Administration: OGC
 - Presidio Trust
 - Federal Maritime Commission
- *State Government*
 - Attorney General
 - Department of Environmental Quality/ State EPA
- *Local Government*
 - Office of Environmental Affairs
 - City Attorney
 - Corporation Counsel
 - City Law Department

Non-profit Sector/NGOs

- Many non-profits have "mother earth" as their client
 - Environmental Defense Fund, Sierra Club, Legal Defense, Natural Resource Defense Council, Earthjustice, etc.
- Also, some non-profits will represent community groups in litigation including class action lawsuits over the placement of waste dump sites, super fund cleanup and brownfield redevelopment
- University General Counsel offices will at times have to deal with environmental regulations in the context of real estate and development transactions

- Some law schools have environmental law clinics

Judicial

- Courts: Vermont Environmental Court; Commission for Environmental Cooperation (international)
- Clerks and Judges at all levels – federal, state, trial, appellate – will be involved in cases that might address environmental issues

Family Law

Private Sector

- *Law Firms*
 - Large, Medium, and Small firms and Solo Practitioners
 - Large and medium firms will sometimes handle divorce cases for their existing clients
 - Small firms and Solo practitioners will do a wide variety of family law cases, including divorce, custody, adoption, but it might also include child advocacy – that is, representing children as their GAL (“*guardian ad litem*” via court appointment) or representing parents (via court appointments or being retained) who are in the abuse and neglect system. GALs can also be appointed for adults who are found to be incompetent due to brain disorders, dementia, etc.
- *In-House*
 - *N/A*

Government

- *Federal Government*
 - The Department of Health and Human Services, Administration for Children and Families – while the federal government is not that involved in the litigation of family law matters, they are very active in providing funding and setting policy regarding abuse and neglect and adoption cases. Similarly, if one is interested in policies that affect families/children, then the Department of Education or Housing and Urban Development might be other good places to look.
- *State Government*
 - State prosecutors offices
 - State Department of Human Services, aka Child and Family Services
- *Local Government*
 - Local prosecutors offices
 - Local Public Defenders
 - Public Guardian Offices

Non-profit Sector/NGOs

- Numerous non-profits do custody, divorce, adoption, and so on, sometimes only focused on a particular population, such as domestic violence survivors, the homeless, clients with AIDS, or the like
- In the child advocacy realm, there are numerous non-profits who represent children as their GAL, and a handful that represent parents
- Law schools often have child advocacy or parent representation clinics

Judicial

- The federal courts see very few family law cases, as all of the actions are based on state laws. Thus, the state and local courts see the vast majority of family law issues.

General Litigation (civil and criminal)

Private Sector

- *Law Firms*
 - Large, medium, and small firms and solo practitioners
- *In-House*
 - Not that often, but some companies have their own litigation department

Government

- *Federal Government*
 - Department of Justice: almost all divisions litigate, particularly the U.S. Attorneys' Offices and the Tax Division
 - All Executive/Independent Agencies have litigation staff who evaluate cases for trial, respond to subpoenas, provide subject matter expertise to the DOJ litigators, draft memoranda setting out the agency's interpretation of the law, develop case strategy, conduct negotiations, prepare and respond to discovery, and are participants in hearings, trials, and appellate proceedings; however, the bulk of the actual in-court work is done by DOJ on the agency's behalf
 - Department of Labor: Office of the Solicitor
 - Equal Employment Opportunity Commission
 - Securities and Exchange Commission
 - Department of Education: Office of Civil Rights
 - Department of Energy: OGC
 - Department of Health and Human Services: Office of Civil Rights
 - Department of Housing and Urban Development: Office of the Secretary; OGC, Departmental Enforcement Center
 - JAG Corps
 - Administrative Law Judge/Clerks
 - Federal Public Defender Offices
- *State Government*
 - Attorney General's Office
 - State Solicitor General's Office
 - State Public Defender Office
 - Administrative Law Judge/Clerks
 - State Commissions, such as the Attorney Grievance Commission
- *Local Government*
 - City Attorney's Office
 - Prosecutor's Office
 - Public Defender Office

Non-Profit Sector/NGOs

- Some NGOs handle their own litigation, while others use law firms or pro bono counsel. Policy-based organizations may engage in impact litigation. The practice varies too widely to capture briefly
- Legal aid organizations that provide direct client services

Judicial

- By definition all courts, tribunals, and administrative proceedings are litigation-based, so judges, clerks, and staff attorneys will be involved in litigation at all levels – federal, state, local, trial, appellate.

Health Care

Private Sector

- *Law Firms*
 - Some firms have health care law practice groups, especially mid-size and larger law firms
- *In-House*
 - Legal departments with lawyers on staff can be found in hospitals, managed care and other insurance companies, pharmaceutical companies and companies that develop and manufacture medical equipment

Government

- *Federal Government*
 - Executive Branch
 - Department of Health and Human Services
 - Department of Labor
 - Department of Veterans Affairs
 - Legislative Branch
 - Congressional Committees, Sub Committees, Office of Legislative Counsel (in both the Senate and House of Representatives)
 - Member Staffs
- *State Government*
 - Attorney General's Office
 - Department of Health/Mental Health
 - Departments/Divisions of Human Rights
- *Local Government*
 - City law departments

Non-Profit Sector/NGOs

- Professional Trade Organizations such as the American Hospital Association, Pharmaceutical Research and Manufacturers of America (PhRMA), and the American Dental Association
- Non-profits dealing with AIDS/HIV, mental health issues, reproductive rights and other health-care related issues

Judicial

- Clerks and Judges at all levels – federal, state, trial, appellate – will be involved in cases that might address health care law issues

Immigration Law

Private Sector

- *Law Firms*
 - Small and medium size firms and sole practitioners handle individual or family immigration issues. They may also handle big immigration work
 - Large firms, if they do immigration work, will usually do business immigration cases (helping U.S. and international businesses hire and keep workers from foreign countries)
 - Private public interest firms may also have an immigration practice
- *In-House*
 - Some companies with a large international workforce or in the travel industry may have in house attorneys to handle visa issues

Government

- *Federal Government*
 - Department of State: Office of Civil Rights; Office of Global Women's Issues; Office of Population, Refugees and Immigration; Office to Monitor and Combat Trafficking
 - Department of Justice: Civil Rights Division, Executive Office of Immigration Review; DEA; Office of Legal Counsel; Office of Legal Policy; U.S. Attorneys' Offices; Civil Division- Office of Immigration Litigation; Civil Division - Federal Programs Branch
 - Department of Education: OGC; Office of Civil Rights
 - Department of Health and Human Services: Office of the Secretary
 - Department of Homeland Security: ICE; Customs Border Patrol; Citizenship and Immigration Services; TSA; Office for Civil Rights and Civil Liberties
 - Department of Housing and Urban Development, OGC
- *State Government*
 - N/A
- *Local Government*
 - N/A

Non-profit Sector/NGOs

- There are many public interest organizations around the country working on advocating for immigrants' rights, which provide a combination of legal services and policy advocacy and reform efforts
- Law schools often have immigration law clinics

Judicial

- Immigration courts (under DOJ, Executive Office for Immigration Review)
- Federal Appellate Courts will hear these cases on appeal (e.g. denial of Visas or permanent residency status, deportation orders, asylum claims, etc.)

Insurance Law (transactional and litigation)

Private Sector

- *Law Firms*
 - Large, medium, and small firms and solo practitioners; duties range from litigation, insurance counseling (how much insurance to purchase), to regular transactional work
- *In-House*
 - Insurance companies and companies that purchase insurance

Government

- *Federal Government*
 - Executive Branch
 - Federal Deposit Insurance Corporation
 - Federal Insurance Administration
 - Department of Agriculture: OGC
 - Department of Justice: Civil Division; Criminal Division; Tax Division
 - Department of Labor
 - Department of Transportation
 - Department of Veteran Affairs
 - National Credit Union Administration
 - Overseas Private Investment Corporation
 - Pension Benefit Guaranty Corporation
 - Social Security Administration
 - Legislative Branch
 - Congressional committees and member staffs
- *State Government*
 - Executive Branch
 - State Departments of Insurance
 - Legislative Branch
 - Committees and member staffs
- *Local Government*
 - City Attorney (insurance for the city)

Non-Profit Sector/NGOs

- Health Care Associations, e.g. AMA, Chiropractor Association, Academy of Managed Care Pharmacy, American Academy of Orthopedic Surgeons
- Non-profit consumer rights groups, e.g. Trial Lawyers for Public Justice
- Hospitals, particularly their general counsel offices

Judicial

- Clerks and Judges at all levels – federal, state, trial, appellate – will be involved in cases that touch on insurance issues

Intellectual Property (Licensing and Tech Transfer; Litigation; Patent Prosecution)

Private Sector

- *Law Firms*
 - Both small IP “boutiques” and large law firms have IP practices including “soft” IP such as copyright and trademark, as well as patent prosecution and litigation practices
- *In-House*
 - Some corporations with large industrial design practices (e.g. auto companies, cyber technology industry) may have in house lawyers to do patent prosecution. The same may be true of companies that produce intellectual property or creative arts where in house counsel advises on and files trademark and copyright licenses (e.g. publishing houses, entertainment conglomerates like Disney, movie studios, etc.)

Government

- *Federal Government*
 - CIA
 - Department of Commerce, particularly the U.S. Patent & Trademark Office
 - House and Senate Committees on the Judiciary
 - Department of the Navy, Army, Air Force
 - Smithsonian Institution
 - U.S. Army Corps of Engineers
 - U.S. Postal Service
 - U.S. Trade Representative
 - NASA
 - Department of Energy
 - Department of Health and Human Services: Food and Drug Administration; National Institutes of Health; OGC
 - Department of Homeland Security: OGC
- *State Government*
 - Agency on Cyber Security and Critical Infrastructure Coordination
- *Local Government*
 - City Attorney

Non-profit Sector/NGOs

- Some non-profit charities and NGOs operate in the public policy arena or conduct impact litigation around issues of public access to technology, the internet and free speech, etc, Electronic Frontier Foundation, ACLU, Stanford’s Center for Internet and Society
- Colleges and Universities often have IP attorneys in their general counsels’ offices

Judicial

- There are federal courts who take up the appeal of IP cases (Federal Court of Claims) as well as federal district and appellate courts whose chamber reside in “high tech” corridors and thus have many IP cases on their docket (eg, ND CA, DC, ED TX, etc.)

International Human Rights

Private Sector

- *Law Firms*
 - Few private firms are involved in international human rights on a regular basis unless it's for a pro bono client
 - Some small firms in DC with a focus on civil rights and plaintiffs' rights may become involved in international human rights claims, for example, pressing charges for individual plaintiffs under the Alien Claims Tort Act
- *In-House*
 - N/A

Government

- *Federal Government*
 - Department of Defense: OGC
 - Department of Justice: National Security Division; OLP; OLC; Office of Privacy and Civil Liberties; Civil Division Federal Programs Branch; Criminal Division - Office of International Affairs; Criminal Division - International Criminal Investigations; Criminal Division - Office of Overseas Prosecutorial Development; Criminal Division - Human Rights and Special Prosecutions
 - Department of Labor: Bureau of International Labor Affairs
 - Department of Homeland Security: Privacy Office; Office for Civil Rights and Civil Liberties; OGC
 - Department of State: USAID; Office of Legal Adviser; Democracy, Human Rights and Labor; Population, Refugee and Migration; Office to Monitor and Combat Trafficking in Persons; Political-Military Affairs; International Security and Nonproliferation; Economic, Energy and Business Affairs
- *State Government*
 - N/A
- *Local Government*
 - N/A

Non-profit Sector/NGOs

- Many NGOs concern themselves with representing organizations and individuals on issues pertaining to developing international rules and norms under the Universal Declaration of Human Rights, freeing prisoners' of conscience and advocating to abolish human trafficking, political repression, etc.
 - Amnesty International; Human Rights Watch Committees, International Human Rights Law Group; Committee to Protect Journalists
- Human Rights Lawyers also work for official NGOs (non-governmental organizations) as well as the UN (e.g. High Commissioner for Human Rights) and its' various regional human rights groups
 - Organization of American States
 - African Union
- Legal services and advocacy organizations located in foreign countries
 - Cambodia Legal Aid groups
 - South African Truth and Reconciliation Commission
 - Madre
 - Derechos Human Rights

Judicial

- Courts: European Court of Human Rights; Inter-American Court of Human Rights; International Court of Justice; International Criminal Tribunal for Rwanda; International Criminal Tribunal for the Former Yugoslavia; Special Court for Sierra Leone

International Trade

Private Sector

- *Law Firms*
 - Large firms in New York typically have international trade practices. Many firms throughout the U.S. will also have smaller branch offices abroad, in keeping with the globalization of the marketplace
 - Large firms in other major cities may have clients with overseas business, foreign business may contract with local counsel to pursue deals
- *In-House*
 - Large companies to start ups (dealing with contract, international licensing issues, import and export, etc.)
 - Accounting and consulting practices engage lawyers to work on international matters/clients
 - International quasi government bodies such as World Trade Organization and the World Bank

Government

- *Federal Government*
 - Department of Commerce: OGC, Office of the Chief Counsel for International Commerce; International Trade Administration; NOAA, OGC
 - Department of Homeland Security
 - Department of Transportation
 - Department of Treasury
 - FBI
 - CIA
 - Office of Personnel Management
 - Office of the U.S. Trade Representative
 - Overseas Private Investment Corporation
 - U.S. Army Corps of Engineers
 - U.S. AID
 - U.S. Trade & Development Agency
 - Federal Communications Commissions
 - Department of Agriculture
 - Department of the Interior, International Affairs Office
 - Export Import Bank
- *State Government*
 - State trade offices may hire attorneys periodically to work on agreements and business development
- *Local Government*
 - City attorney's offices may have trade agreements or relationships with other countries, e.g. City of New York or Los Angeles

Non-profit Sector/NGOs

- Some NGOs work on trade issues to fight trade legislation; or to advocate against policies which may have an adverse impact on public concerns such as the environment, workers' rights, or immigration, e.g. Institute for Economic Democracy, Public Citizen, Economic Policy Institute, etc.

Judicial

- Federal Court of Trade; International Trade Commission hires clerks to work with their ALJs; Federal Circuit; International Trade Tribunals like the World Trade Organization

Legislative/Lobbying

Private Sector

- *Law Firms*
 - Large firms might have lobbyists or a legislative affairs practice group; such firms are typically located in DC
- *In-House*
 - Corporations might have Legislative Affairs groups, depending on the industry

Government

- *Federal Government:*
 - Lawyers can be found in all levels of government working on the legislative process including as staff members to congressional and legislative committees, as permanent staff, on special commissions, or in legislative counsel offices (non-partisan offices which draft legislation).
 - Legislative Affairs Offices within Executive Agencies
 - White House, e.g. Office of White House Policy; Office of the Chief of Staff
- *State Government*
 - Similar to the federal government, lawyers can be found in all levels of state government, such as working as staff members to state senators and representatives, on state legislative committees and in state legislative counsel offices (non-partisan offices which draft legislation)
 - Legislative Affairs Offices within Executive Agencies
 - Governors Offices
- *Local Government*
 - School Boards, City Councils

Non-profit Sector/NGOs

- Unions, Trade, and Professional Associations, e.g. the UAW, the AFL-CIO, the ABA, and the AMA
- Interest Groups, Advocacy Organizations, e.g. AARP, NWF, Children's Defense Fund, the Human Rights Campaign, AARP, ACLU, Center for Individual Rights

Judicial

- N/A

Real Estate

Private Sector

- *Law Firms*
 - Large general practice as well as boutique firms dealing with financing, construction or commercial real estate
 - Small or solo size firms which handle residential real estate transactions
- *In-House*
 - Real Estate Developers
 - Financial and Lending Institutions
 - Title Companies
 - Hospitals
 - Other large corporations
 - Manufacturing companies; companies with several offices or factories; etc.
 - Companies with land use and zoning issues

Government

- *Federal Government*
 - Housing and Urban Development
 - Department of Justice: Bureau of Prisons; Civil Division; Environment and Natural Resource Division; U.S. Attorneys' Offices
 - Environmental Protection Agency
 - Department of Defense: OGC; Department of the Navy; Department of the Army
 - JAG Corps
 - Department of the Interior: Office of the Solicitor
 - Department of Transportation: OGC
 - Department of Energy: OGC
 - Department of Homeland Security: OGC
 - Department of State: Office of Legal Advisor
 - General Services Administration
- *State/Local Government*
 - Divisions with land holdings/purchasing or rental needs
 - Transportation, Education, Parks, etc.
 - Zoning and Planning departments

Non-profit Sector/NGOs

- Non profit organizations dedicated to housing advocacy or community development
- Larger non profits which regularly deal in real estate transactions
- Environmental organizations or non profits concerned with land acquisition, e.g. Nature Conservancy, Leelanau Land Trust, Trust for Historic Preservation
- Legal Aid landlord/tenant/housing issues

Judicial

- Many local and state courts have landlord/tenant and real estate court divisions, as well as general matters in federal or state court concerning property disputes, such as contract disputes, nuisance complaints, etc.
- Federal courts see real estate issues related to "takings" or where the government is a party, etc.

Securities (transactional and litigation)

Private Sector

- *Law Firms*
 - Large, medium, and small firms and solo practitioners
- FINRA-Financial Industry Regulatory Authority

Government

- *Federal Government*
 - Securities and Exchange Commission
 - Department of Justice: Antitrust Division; Civil Division; Criminal Division; Tax Division; U.S. Attorneys' Offices
- *State Government*
 - State Attorneys General Offices and other state agencies charged with regulating state securities laws (often called "Blue Sky Laws."), e.g. Illinois Secretary of State, Securities Department; California Department of Corporations; Washington Department of Financial Institutions, Securities Division
- *Local Government*
 - In large cities, the city attorney's office (corporate counsel)
 - County District Attorney's office may get involved in fraud cases concerning securities transactions, sophisticated white collar crime, or public corruption

Non-profit Sector/NGOs

- Groups that lobby for reform of the securities law and also educate the public, e.g. Public Interest Research Group, Public Citizen

Judicial

- Clerks and Judges at all levels – federal, state, trial, appellate – will be involved in cases that touch on insurance issues

Tax

Private Sector

- *Law Firms*
 - Both large, small and boutique firms have tax practices
- *Consulting Firms and Accounting Firms*
 - Deloitte, Arthur Andersen, McKinsey and Co., et al
- *In-House*
 - Private corporations, banks

Government

- *Federal Government*
 - Department of the Treasury, particularly the IRS
 - Department of Justice: Tax Division (both criminal and civil); U.S. Attorneys' Offices
 - Pension Benefit Guarantee Corporation
 - Commodities Future Trading Commission
- *State Government*
 - State Tax Authorities, e.g. Michigan State Treasury Dept., Michigan State Tax Commission
- *Local Government*
 - Municipal Tax Authorities (see also City Attorney Offices; Assessor Office; City Office of Finance, etc.)

Non-profit Sector/NGOs

- Non profit charities helping and advocating on behalf of low income tax payers
- Low income tax clinics, poverty law groups such as the Center for Economic Progress in Chicago, and the National Community Tax Coalition
- Large public entities such as hospitals, foundations (Ford Foundation, MacArthur), and large charities may have attorneys to handle complex tax matters, among other legal issues

Judicial

- U.S. Tax Court
- State Tax Courts (e.g., Michigan Tax Tribunal, New Jersey Tax Court)
- U.S. Court of Federal Claims

Tort/Personal Injury (see also Litigation)

Private Sector

- *Law Firms*
 - Large, medium, and small firms and solo practitioners for both plaintiffs and defendants
- *In-House*
 - Most, but not all, in-house counsel offices outsource their tort litigation

Government

- *Federal Government*
 - Department of Justice; ATF; Bureau of Prisons; Civil Division: Torts Branch; Community Oriented Policing Services; DEA; FBI; U.S. Attorneys' Offices; U.S. Marshals Service
 - All government agencies might be sued for constitutional torts, and lawyers in their general counsels' offices are involved in the litigation
- *State Government*
 - State Attorneys General Offices
- *Local Government*
 - Most city attorney offices have tort and litigation divisions, e.g. City of Chicago, Department of Law, Tort Branch

Non-profit Sector/NGOs

- State and Local Bar Associations
- American Association for Justice and similar groups

Judicial

- Clerks and Judges at all levels – federal, state, trial, appellate – will be involved in tort cases, especially state and local ones