
TO LAND ANY JOB, YOU MUST KNOW “EVERYTHING” ABOUT THE EMPLOYER TIPS FOR RESEARCHING LEGAL EMPLOYERS

Using the following tips, you will make an excellent impression as an informed, aware and interesting candidate. You will easily discover the names of lawyers and organizations directly involved with areas of law that interest you. You will also find detailed information about the organization, the backgrounds of its individual lawyers, the nature of its clients, its cases, and newsworthy events related to its work, all of which you need to know in order to be a competitive candidate and to be prepared for drafting your application materials and for interviewing.

You may discover there is a lot of information on some lawyers and organizations, and no information on others. However, when there *is* information available about some lawyer or organization, you must thoroughly research this information in order to present yourself as a knowledgeable applicant who truly wants to work with the organization.

While there are many sources from which you can gather information about legal employers, here are some of the basic research tools to start with. Let us know if you need assistance.

RESEARCHING LEGAL EMPLOYERS

- 1. Check to see if the firm/organization has a website.** Many legal organizations have a very strong web presence. You need to study deep into the website to get a full sense of the scope of the firm's attorneys, practice, current projects, practice group descriptions, and representative clients. Knowing a firm's clients tells a great deal about a firm. If you do this thoroughly, you will successfully demonstrate to the employer your interest in the firm when it comes time to correspond and/or interview with them. However, smaller organizations may not necessarily have a web page, so you will need to dig deeper. Simply because you cannot find it on their website, does not mean the information does not exist.
- 2. Search Martindale Hubbell at www.martindale.com.** At this site, you can obtain information about individual lawyers, firms, corporations and government agencies. You can also search in the advanced search by geographic location, practice area, size of firm, or law school attended to locate lawyers or organizations you do not yet know of, but who meet your criteria. Experiment at this site to access a myriad of information about lawyers nationwide!

Martindale Hubbell can also be accessed through LEXIS. Using the LEXIS version enables you to query even more specifically. This website can give you even more information and it can also be a very useful networking and informational interview tool. But keep in mind, not all lawyers, firms, corporations and government agencies are listed here.

- 3. Search West Legal Directory at www.westlaw.com or Findlaw at <http://directory.findlaw.com/> for firm and lawyer profiles.** Simply complete one or more of the blank fields for city, state, name, practice area and/or law school attended and narrow the search to your specific areas of interest.

- 4. Check local legal and business newspapers for news about lawyers or organizations.** Some of the best untapped resources for jobs are legal periodicals. When you see an article about or by a practitioner that captures your attention, contact that lawyer to discuss your mutual interest further. Important legal periodicals for San Diego organizations and lawyers, which provide additional excellent information about interesting and successful lawyers include: the *San Diego Daily Transcript* newspaper, *San Diego Lawyer* magazine, *California Lawyer* magazine, *San Diego Bar Report* newspaper and others. These publications are available in the Career Services Office.
- 5. Check the Career Services Library. Here are some excellent research resources:**

The Yellow Books (not to be confused with the Yellow Pages): Detailed directories with biographical information about judges, information about all federal, state and local government organizations, corporations, associations, and every other entity you can imagine.

San Diego Daily Transcript Attorney Directory: Contact information, photos, law school information on most lawyers in San Diego.

NALP Directory of Legal Employers: Detailed information about large national law firms and other larger legal employers in the country.

International Information Directory: Identifies and describes organizations dealing with international matters. Domestic and foreign offices.
- 6. Check www.calbar.ca.gov and other related state bar association websites.** Through these websites you can look up any licensed lawyer in a particular state. California's bar website, in particular, allows you to view a lawyer's undergraduate college, law school and bar status.
- 7. Check the LEXIS and WESTLAW databases for news articles** written about particular lawyers or organizations. Query separately for the lawyer's name and the first two names in the firm name.
- 8. Check LEXIS or WESTLAW for cases** which have recently been handled by the organization or the lawyer. In any case database, query for the lawyer's full name or the first two names in the firm name. If you are interested in a particular practice area, search for related keywords and "San Diego" to see which San Diego lawyer is handling the reported cases in your area of interest.
- 9. "Related Web Links" on the Career Services Website:** A list of helpful job related links that can be a great start to your legal job search.

RESEARCHING CLERKSHIP POSSIBILITIES

- 1. In addition to the Career Services Online Job Database, check these websites for listings of summer, spring and fall clerkships.**
 - a.** www.pslawnet.org for public interest positions
 - b.** www.internships-usa.com for private sector, government and public interest positions (user name: legal; password: exper)
(Please note that the user name and password will change every August, so please check with the Career Services Office at that time for the new access information.)
 - c.** www.law.arizona.edu/career/honorshandbook.cfm for government positions (username: cookie; password: dough – log in information may change after this year’s publication, contact Career Services with questions).
 - d.** <https://www.law.arizona.edu/career/PublicPolicy10-11/LoginForm.cfm> for policy and advocacy organizations (username: global; password: warming – log in information may change after this year’s publication, contact Career Services with questions)

Please also check the “Related Web Links” section of the Career Services website for additional links to other job sites.

- 2. Check the following books in Career Services for listings of summer, spring and fall clerkships.**
 - a.** *Internships in International Affairs*
 - b.** *For the Prosecution: Internships with America’s Prosecutors*
 - c.** *Washington Internships in Law and Policy*
 - d.** *Internships with America’s Top Companies*
 - e.** *Government Honors & Internship Handbook*
 - f.** *FedLaw: Legal Internships with Federal Agencies*
 - g.** *The Congressional Internship Handbook*
 - h.** *The Human Rights Internship Book*
 - i.** *Green Law, Legal Internships with Public Interest Environmental Organizations*
 - j.** *The Big Green Internship Book: Internships and Summer Jobs for the Environment*
 - k.** *The City and County Attorney Internship Book*
 - l.** *The Sports Internship Book*
 - m.** *Serving the Public: A Job Search Guide*
 - n.** *The Women’s Rights Internship Book*
 - o.** *Legal Services Internships*

The resources listed above are only the “tip of the iceberg” when it comes to available research tools for finding legal employers. We are constantly adding to the books, periodicals and other resources available in the Career Services Library. (See also “Job Search Tools” link on the Career Services website.) Every day, more and more websites are added to the internet with resources for finding legal employers. By simply conducting general searches on the internet for lawyers, law firms or practice areas, you can find a lot of information. Be sure to ask someone in Career Services if you need help.