

Strategies for Success in Your Summer Job

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Tips and Strategies for Success in Your Law Job!

- Life in Law Practice: Clerkships, Public Interest and the Government, and Firms
- Tackling Legal Research in the Real World
- Electronic Legal Research: Beyond LEXIS and Westlaw

Life in Law Practice

- Clerkships, Public Interest and the Government

--*Aimée Mangan*--

- Firms

--*Jenny Selby*--

Tackling Legal Research in the Real World

--Barb Garavaglia--

5-Step Process

- Not necessarily linear
- Works for litigation *and* transactional attorneys

Step 1: Think First, Research Second

- Know what research resources are available to you. Gather this information when you begin your summer job.
- Take time to strategize
 - Categorize the research question by subject and jurisdiction.
 - Consult research guides and other research resources available to you
- Note some important keywords and phrases
- Keep a research log

Step 2:

Consult Secondary Sources

- Start with “secondary sources” that describe, explain, analyze the law
- Why?
 - Why reinvent the wheel?
 - Finding tool for primary sources
 - “It is easier to locate a pertinent portion of a treatise...than a pertinent case, if you are starting from scratch.”

Step 3:

Consult Primary Sources

- Research statutes first
 - Finding tools for cases
- Research regulations next if relevant to your question (state or federal)
- Research case law last
 - Shepardize or Keycite; follow the cites
- How do you know you're done?
 - When you've come full circle

Step 4:

Consult Specialized Sources

- Non-legal sources, as appropriate
- Research guides such as *Chanin's Specialized Legal Research* which covers areas of law such as banking, tax, securities, immigration and more.
- Treatises and "integrating resources" (looseleaf services in print or online) on specialized areas of law.
- People

Step 5:

Update Your Research

- Updating doesn't have to wait until last, but NEVER FORGET TO DO IT
- Check pocket parts
- Use online resources

Finding legal documents and forms

- Exemplars of legal documents are a good starting point when you are asked to draft a legal document
- Found in formbooks and practitioner treatises on specific subjects
- *Never* perfectly tailored to your situation, but enough to get you started
- CAUTION: Always check to determine requirements for your jurisdiction

Different Types of Forms

- General:
 - Not jurisdiction-specific
- Subject-Specific
- Jurisdiction-Specific
- Document Specific:
 - Forms related to specific types of documents, e.g., complaints, interrogatories, etc.
- Court Prepared
- Forms Online
- In-House Forms Resources

What if you're stumped?

- **IF YOU CAN'T FIND THE ANSWER...**
 - ...maybe there isn't one. (That's why you keep a research log)
- Don't be afraid to ask questions or ask for help
- **ASK A LIBRARIAN**

Electronic Legal Research: Beyond LEXIS and Westlaw

--Kincaid Brown--

Legal Research on
the Internet

Thanks for coming!

Feel free to stop by the Library and ask any of us further questions about these issues.