SAN FRANCISCO BAY AREA LAW FIRMS: 2009 LAW STUDENT INTERVIEWING GUIDELINES

(Revised June 2009)

The firms listed on page 3 of this document ("Signatory Firms") have adopted the following interviewing guidelines ("Guidelines") to assist law students with their interviews in the San Francisco Bay Area. These Guidelines will govern your travel expenses during the 2009 Fall Recruitment season. Unless otherwise stated, these Guidelines apply to both the San Francisco and Silicon Valley office of each Signatory Firm. Please note that these Guidelines are intended to supplement, rather than replace, the NALP guidelines.

When two or more law firms are included in your trip to the Bay Area, Signatory Firms typically share travel expenses with other law firms for such trips. Therefore, to assist with cost reduction, we highly encourage students to schedule interviewing dates with as many firms as possible during a single trip to the Bay Area.

Bay Area firms not listed in these Guidelines should be contacted directly regarding their reimbursement policies.

1. **RESPONSE TIME:** Please respond to any invitation to visit a firm within one week of receiving the invitation. Late responses may prevent other qualified candidates from scheduling visits.

2. **CANCELLATION:** If it becomes necessary to cancel or reschedule an interview date, a minimum of three days notice is requested to facilitate possible use of that interview time by another student. If a student cancels their airline flight, he/she will be required to pay any costly penalties.

3. **EXPENSES INCURRED BY OUT-OF-TOWN STUDENTS:**

   A. "Out-of-Town Students" refers to any student who does not attend law school at Berkeley, Davis, Golden Gate, Hastings, McGeorge, Santa Clara, Stanford or USF.

   B. All expenses for your trip to the Bay Area should be submitted to the law firm that makes your hotel and/or plane reservations, otherwise known as your "Host Firm." Typically, your Host Firm is the first firm you contact regarding your visit to the Bay Area. You will have only one Bay Area Host Firm.

      The Host Firm will ask that you provide the names of all Bay Area firms where you will interview, to allow the Host Firm to seek reimbursement from those law firms. Please do not submit copies of receipts to multiple Signatory Firms. *Send original receipts to your Host Firm only.*

      Other West Coast Cities: If you will be interviewing with another West Coast firm (e.g., a firm in Sacramento, Los Angeles, Portland, San Diego, Seattle) in conjunction with your visit to the Bay Area, *please contact the Host Firm in advance of making travel arrangements.*

   C. Each firm expects to reimburse law students for reasonable expenses directly related to the interview with that firm. If you are uncertain as to whether an expense is considered reasonable, call the Host Firm in advance to discuss.

      The following expenses will be paid by the firms:

      i) **AIRFARE:** Law students must travel via economy/coach. You will be instructed to contact the Host Firm's travel agent as soon as you have confirmed all interview dates, to provide the agent with the maximum time available to secure the most economical fares. The Host Firm will not reimburse candidates who make arrangements without prior approval.

      ii) **HOTEL:**

         - **<u>Room and Tax only</u>** will be direct billed to the firm. Charges for room service, hotel restaurant meals, telephone calls, and other miscellaneous expenses must be paid by the student at check-out. Please see Section 3.C.v. below concerning miscellaneous expenses that may appear on your hotel bill.

- Two nights, plus one night for each additional day of interviewing, will be paid for out-of-state students. One night per day of interviewing will be paid for Los Angeles area students. (Note: *please contact the Host Firm before making travel arrangements with firms outside the Bay Area to discuss multiple city expense arrangements.)*

- Hotel reservations are generally "guaranteed for late arrival." Students whose travel plans change at the last minute are required to notify the hotel if they cannot check in on the reserved date.

- **REMINDER:** All hotels require credit cards for check-in. If you do not have a credit card, please contact your Host Firm.

iii) **GROUND TRANSPORTATION:** Students are permitted to take taxis to and from the airport. Taxi expenses between your hotel and the law firm(s) will be reimbursed, although some hotels may be within walking distance of your interviewing firm. Rental cars may be permitted for interviews outside of the City of San Francisco. All car rental expenses must be approved in advance by the Host Firm.

iv) **MEALS:** Reasonable meal and beverage expenses will be reimbursed at the Host Firm's discretion. Reasonable cost guidelines are noted below:

Breakfast:	$10 – 20
Lunch:	$10 – 25
Dinner:	$30 – 40

Meal expenses, including those incurred at the hotel, should be itemized and submitted with receipts to the Host Firm.

v) **Miscellaneous Expenses:** Items typically eligible for reimbursement are: checked baggage fee for one bag per trip, meal or beverage expenditures within Section 3.C.iv. of these Guidelines, local telephone calls for business purposes, and reasonable internet access fees. The following items are generally not eligible for reimbursement: mini bar purchases, fitness center fees, long-distance telephone calls, dry cleaning services, limousine services, hotel room movies, and meal or beverage expenses for additional guests.

4. **EXPENSES INCURRED BY LOCAL STUDENTS:** Students attending Berkeley, Davis, Golden Gate, Hastings, McGeorge, Santa Clara, Stanford or USF will be reimbursed for local travel expenses at the discretion of the interviewing firm.

5. **REQUESTING REIMBURSEMENT:** A student must submit to the Host Firm a written, itemized request for reimbursement. Most Signatory Firms will request that you utilize the NALP Travel Expense Reimbursement Form when submitting your expenses. A request for reimbursement should include original receipts for all items. All reimbursement requests **must be submitted within 45 days** of the date of your interview with the Host Firm.

HAVE A PLEASANT TRIP. WE LOOK FORWARD TO SEEING YOU. IF YOU HAVE ANY QUESTIONS ABOUT THESE GUIDELINES, PLEASE DON'T HESITATE TO CALL YOUR HOST FIRM.

(Complete List of Guidelines Signatory Firms follows on Page 3.)

Complete List of Interviewing Guidelines Signatory Firms

ALLEN MATKINS LECK GAMBLE MALLORY & NATSIS LLP
BAKER BOTTS LLP
BINGHAM MCCUTCHEN LLP
COOLEY GODWARD KRONISH LLP
DLA PIPER US LLP
FARELLA BRAUN + MARTEL LLP
FENWICK & WEST LLP
FINNEGAN, HENDERSON, FARABOW, GARRETT & DUNNER LLP
GUNDERSON DETTMER STOUGH VILLENEUVE FRANKLIN & HACHIGIAN, LLP
HANSON BRIDGETT LLP
HOWARD RICE NEMEROVSKI CANADY FALK & RABKIN, PC
HOWREY LLP
JONES DAY
KIRKLAND & ELLIS LLP
LITTLER MENDELSON
MANATT, PHELPS & PHILLIPS, LLP
MORGAN LEWIS & BOCKIUS LLP
MORRISON & FOERSTER LLP
O'MELVENY & MYERS LLP
ORRICK HERRINGTON & SUTCLIFFE LLP
PERKINS COIE LLP
PILLSBURY WINTHROP SHAW PITTMAN LLP
REED SMITH LLP
SIMPSON THACHER & BARTLETT LLP
SONNENSCHEIN NATH & ROSENTHAL LLP
SQUIRE SANDERS & DEMPSEY
TOWNSEND and TOWNSEND and CREW LLP
WEIL GOTSHAL & MANGES LLP
WHITE & CASE LLP
WILMERHALE
WILSON SONSINI GOODRICH & ROSATI
WINSTON & STRAWN LLP

SAN FRANCISCO BAY AREA LAW FIRMS: 2009 LAW STUDENT TRANSCRIPTS POLICY

(Revised June 2009)

Law school transcripts aid employers considerably when comparing a student's interests with their course backgrounds. Transcripts also assist employers in verifying a student's academic accomplishment.

Bay Area law firms listed below have joined in endorsing the following policy regarding law school transcripts ("Transcript Signatory Firms"):

1. When applying to Transcript Signatory Firms, students may submit either a copy of their official law school transcript or an unofficial grade sheet. Your Career Services Office may assist you in preparing an unofficial grade sheet.

2. Students should bring a photocopy of their official transcript to their on-campus interview if they did not already submit a photocopy of their official transcript or an unofficial grade sheet with their application.

3. If a student accepts a summer offer from a Transcript Signatory Firm, the student's file will be considered incomplete until a photocopy of their official transcript has been received. Transcript Signatory Firms may request an official copy of an applicant's transcript at any time.

ALLEN MATKINS LECK GAMBLE MALLORY & NATSIS LLP
BAKER BOTTS LLP
BINGHAM MCCUTCHEN LLP
COOLEY GODWARD KRONISH LLP
DLA PIPER US LLP
FARELLA BRAUN + MARTEL LLP
FENWICK & WEST LLP
FINNEGAN, HENDERSON, FARABOW, GARRETT & DUNNER LLP
GUNDERSON DETTMER STOUGH VILLENEUVE FRANKLIN & HACHIGIAN, LLP
HANSON BRIDGETT LLP
HOWARD RICE NEMEROVSKI CANADY FALK & RABKIN, PC
HOWREY LLP
JONES DAY
KIRKLAND & ELLIS LLP
LITTLER MENDELSON
MANATT, PHELPS & PHILLIPS, LLP
MORGAN LEWIS & BOCKIUS LLP
MORRISON & FOERSTER LLP
O'MELVENY & MYERS LLP
ORRICK HERRINGTON & SUTCLIFFE LLP
PERKINS COIE LLP
PILLSBURY WINTHROP SHAW PITTMAN LLP
REED SMITH LLP
SIMPSON THACHER & BARTLETT LLP
SONNENSCHEIN NATH & ROSENTHAL LLP
SQUIRE SANDERS & DEMPSEY
TOWNSEND and TOWNSEND and CREW LLP
WEIL GOTSHAL & MANGES LLP
WHITE & CASE LLP
WILMERHALE
WILSON SONSINI GOODRICH & ROSATI
WINSTON & STRAWN LLP