
SAN FRANCISCO BAY AREA LAW FIRMS 2007 OFFICE INTERVIEWING GUIDELINES

(Revised June 2007)

The firms listed on this sheet have adopted the following guidelines to assist you with your interviews in the Bay Area. Because two or more law firms are usually included in your interview trips to the Bay Area, it is our practice to share the travel expenses for such trips. Accordingly, we ask students to schedule interviewing dates with as many firms as possible during a single trip. If you interview with other Bay Area firms not listed in these guidelines, you should contact the firm regarding their reimbursement policies.

1. **RESPONSE:** Please respond to any invitation to visit a firm within one week of receiving the invitation. Your timely response might permit one of your classmates to visit the firm should you decide not to accept the invitation.
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 applicant. Some firms may require that costly penalties for canceled airline flights be borne by the student.
3. **EXPENSES INCURRED BY OUT-OF-TOWN STUDENTS:**
 - A. All expenses for the trip to the Bay Area should be submitted to the sponsoring firm (i.e., the firm that makes the hotel and/or plane reservations). Usually this is the first firm you contact regarding your visit. You will be asked to provide the names of all firms interviewed to allow the sponsoring firm to seek reimbursement from the other firms. If interviewing with another West Coast firm (i.e., Los Angeles, Portland, and Seattle) in conjunction with your visit to the Bay Area, we ask that you provide us with the names of those firms and dates of the interviews.
 - B. Each firm expects to reimburse for reasonable expenses directly related to the interviewing with that firm. If you are uncertain as to whether an expense is considered reasonable, call the sponsoring firm in advance to discuss the matter.

The following expenses will be paid by the firms:

- 1) **AIRFARE** – Economy or, when necessary, coach. You will be instructed to contact the sponsoring 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. Travel agents generally direct-bill the firm for our airfare. The sponsoring firm may refuse to reimburse airfare costs for candidates who make their own arrangements without prior approval.
- 2) **HOTEL – Room and Tax only** will be direct billed to the firm. Charges for room service and/or hotel restaurant meals, long distance telephone calls, laundry and other miscellaneous expenses incurred at the hotel must be paid by the student at check-out. Reimbursement will be made at the discretion of the sponsoring law firm.

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.

Hotel reservations are generally "guaranteed for late arrival." Students whose travel plans change at the last minute are requested 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 sponsoring firm.

- 3) **GROUND TRANSPORTATION** – The use of shuttle vans and airporter buses to and from the airport is encouraged (taxis as necessary). Taxi expense between a hotel and law firm(s) will be reimbursed although many hotels are within walking distance of the firms. Rental cars are not permitted unless approved in advance by the sponsoring firm.

- 4) **MEALS** – Reasonable expenses will be reimbursed at the law firm's discretion. The following cost guidelines are suggested:

Breakfast	-	\$10 – 20
Lunch	-	\$10 – 20
Dinner	-	\$30 – 40

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

4. **EXPENSES INCURRED BY LOCAL STUDENTS:** Students attending: Boalt, Davis, Golden Gate, Hastings, McGeorge, Santa Clara, Stanford and USF will be reimbursed for local travel expenses at the discretion of the interviewing firm.
5. **REQUESTING REIMBURSEMENT:** A student must submit to the sponsoring law firm a written itemized request for reimbursement. A request for reimbursement should include original receipts for all items. All requests should be submitted within 30 days of the date of your visit.

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

ALLEN MATKINS LECK GAMBLE & MALLORY LLP
BAKER & MCKENZIE LLP
BINGHAM McCUTCHEN LLP
BLAKELY SOKOLOFF TAYLOR & ZAFMAN LLP
COOLEY GODWARD KRONISH LLP
DAY CASEBEER MADRID & BATCHELDER, LLP
DEWEY BALLANTINE LLP
DLA PIPER
DOWNEY BRAND LLP
FARELLA BRAUN + MARTEL LLP
FENWICK & WEST LLP
FINNEGAN, HENDERSON, FARABOW, GARRETT
& DUNNER LLP
FISH & RICHARDSON
GIBSON DUNN & CRUTCHER LLP
GREENBERG TRAUERIG, LLP
GUNDERSON DETTMER STOUGH VILLENEUVE
FRANKLIN & HACHIGIAN, LLP
HANSON BRIDGETT MARCUS VLAHOS
& RUDY LLP
HELLER EHRMAN LLP
HOWARD RICE NEMEROVSKI CANADY FALK &
RABKIN, PC
JONES DAY
KIRKLAND & ELLIS LLP

LITTLER MENDELSON
MANATT PHELPS & PHILLIPS LLP
McDERMOTT WILL & EMERY LLP
MORGAN LEWIS & BOCKIUS LLP
MORRISON & FOERSTER LLP
O'MELVENY & MYERS LLP
ORRICK HERRINGTON & SUTCLIFFE LLP
PAUL HASTINGS JANOFFSKY & WALKER LLP
PERKINS COIE LLP
PILLSBURY WINTHROP SHAW PITTMAN LLP
REED SMITH LLP
SEDGWICK, DETERT, MORAN & ARNOLD LLP
SONNENSCHN NATH & ROSENTHAL LLP
SQUIRE SANDERS & DEMPSEY
STEEFEL, LEVITT & WEISS
THELEN REID BROWN RAYSMAN & STEINER
TOWNSEND and TOWNSEND and CREW LLP
WEIL GOTSHAL & MANGES LLP
WHITE & CASE LLP
WILSON SONSINI GOODRICH & ROSATI
WINSTON & STRAWN LLP

SAN FRANCISCO BAY AREA LAW FIRMS POLICY REGARDING LAW SCHOOL TRANSCRIPTS

(June 2007)

The Bay Area law firms listed below have joined in endorsing the following policy regarding law school transcripts:

1. We prefer to receive a photocopy of each applicant's official law school transcript with the applicant's resume when mailed by the Career Services Office, provided that transcripts are available at the time.
2. If a photocopy of the official transcript has not been provided to us by the Career Services Office, the applicant should bring one to the on-campus interview.
3. An applicant's file is considered incomplete until a photocopy of his or her transcript has been received.

Law school transcripts aid us considerably in comparing student's interests with their course backgrounds and in verifying academic accomplishment.

ALLEN MATKINS LECK GAMBLE & MALLORY LLP
BAKER & MCKENZIE LLP
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DAY CASEBEER MADRID & BATCHELDER, LLP
DEWEY BALLANTINE LLP
DLA PIPER
DOWNEY BRAND LLP
FARELLA BRAUN + MARTEL LLP
FENWICK & WEST LLP
FINNEGAN, HENDERSON, FARABOW, GARRETT
& DUNNER LLP
FISH & RICHARDSON
GIBSON DUNN & CRUTCHER LLP
GREENBERG TRAUIG, LLP
GUNDERSON DETTMER STOUGH VILLENEUVE
FRANKLIN & HACHIGIAN, LLP
HANSON BRIDGETT MARCUS VLAHOS
& RUDY LLP
HELLER EHRMAN LLP
HOWARD RICE NEMEROVSKI CANADY FALK &
RABKIN, PC
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PAUL HASTINGS JANOFSKY & WALKER LLP
PERKINS COIE LLP
PILLSBURY WINTHROP SHAW PITTMAN LLP
REED SMITH LLP
SEDGWICK, DETERT, MORAN & ARNOLD LLP
SONNENSCHN NATH & ROSENTHAL LLP
SQUIRE SANDERS & DEMPSEY
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