

**Summary of the National Conference of Bar Examiners  
Job Analysis Survey Results**

January 2013

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## Summary of the National Conference of Bar Examiners Job Analysis Survey Results

In 2011 and 2012, Applied Measurement Professionals, Inc. (AMP), conducted a job analysis at the request of the National Conference of Bar Examiners (NCBE). The purpose of the study was to describe the job activities of a newly licensed lawyer in sufficient detail to provide a job-related and valid basis for the development of licensing examinations offered by NCBE.

This summary of the AMP report, [A Study of the Newly Licensed Lawyer](#), is divided into the same four sections of a survey that was developed and sent to lawyers, but is reordered here as follows: I. Knowledge Domains, II. Skills and Abilities, III. General Tasks, and IV. Specific Practice Area Tasks. It retains the specific practice area task inventories appearing in the AMP report.

The following pages are organized by section, as outlined above. After the line number for each entry, the first column shows the average significance rating indicated by the respondents (i.e., “Considering importance and frequency, how significant is this entry to your performance as a newly licensed lawyer?”) on a scale of 4 (“Extremely significant”) to 1 (“Minimally significant”). The second column shows the percentage of respondents who indicated that the knowledge domain, skills and ability, or task is performed or used by them in their work. The final column provides a reference back to the [full AMP report](#).

## Section I. Knowledge Domains

| Line No. | Average Significance* | Percent Performing** | Knowledge Domains                                            | Survey Number |
|----------|-----------------------|----------------------|--------------------------------------------------------------|---------------|
| 1        | 3.08                  | 86%                  | Rules of Civil Procedure                                     | Knowledge 1   |
| 2        | 3.06                  | 88%                  | Other Statutory and Court Rules of Procedure                 | Knowledge 3   |
| 3        | 3.01                  | 81%                  | Rules of Evidence                                            | Knowledge 33  |
| 4        | 2.95                  | 87%                  | Professionalism                                              | Knowledge 37  |
| 5        | 2.91                  | 89%                  | Research Methodology                                         | Knowledge 7   |
| 6        | 2.91                  | 84%                  | Statutes of Limitations                                      | Knowledge 34  |
| 7        | 2.83                  | 93%                  | Rules of Professional Responsibility and Ethical Obligations | Knowledge 10  |
| 8        | 2.83                  | 86%                  | Statutory Interpretation                                     | Knowledge 48  |
| 9        | 2.73                  | 81%                  | Document Review/Documentary Privileges                       | Knowledge 15  |
| 10       | 2.67                  | 84%                  | Contract Law                                                 | Knowledge 6   |
| 11       | 2.50                  | 61%                  | Tort Law                                                     | Knowledge 12  |
| 12       | 2.50                  | 54%                  | Criminal Law                                                 | Knowledge 14  |
| 13       | 2.47                  | 54%                  | Rules of Criminal Procedure                                  | Knowledge 2   |
| 14       | 2.40                  | 71%                  | Other Privileges                                             | Knowledge 16  |
| 15       | 2.38                  | 49%                  | Personal Injury Law                                          | Knowledge 11  |
| 16       | 2.34                  | 70%                  | Agency Procedural Rules                                      | Knowledge 5   |
| 17       | 2.33                  | 67%                  | Law of Business Organizations                                | Knowledge 13  |
| 18       | 2.32                  | 71%                  | Administrative Law and Regulatory Practice                   | Knowledge 4   |
| 19       | 2.31                  | 62%                  | Principles of Electronic Discovery                           | Knowledge 43  |
| 20       | 2.30                  | 56%                  | Real Property Law                                            | Knowledge 32  |
| 21       | 2.29                  | 76%                  | Constitutional Law                                           | Knowledge 8   |
| 22       | 2.27                  | 49%                  | Practice Management                                          | Knowledge 85  |
| 23       | 2.26                  | 57%                  | Basic Accounting                                             | Knowledge 86  |
| 24       | 2.23                  | 52%                  | Family Law                                                   | Knowledge 9   |
| 25       | 2.21                  | 46%                  | Wills, Probate and Estate Planning                           | Knowledge 19  |
| 26       | 2.20                  | 67%                  | Freedom of Information Act/Public Records                    | Knowledge 45  |
| 27       | 2.19                  | 45%                  | Insurance Law                                                | Knowledge 83  |
| 28       | 2.18                  | 58%                  | Alternative Dispute Resolution                               | Knowledge 71  |
| 29       | 2.16                  | 55%                  | HIPAA/Privacy Law                                            | Knowledge 57  |
| 30       | 2.15                  | 67%                  | Legislative Knowledge                                        | Knowledge 30  |
| 31       | 2.11                  | 50%                  | Landlord-Tenant Law                                          | Knowledge 20  |
| 32       | 2.10                  | 54%                  | Data Privacy                                                 | Knowledge 66  |
| 33       | 2.10                  | 45%                  | Labor and Employment Law                                     | Knowledge 84  |
| 34       | 2.08                  | 48%                  | Debtor Creditor                                              | Knowledge 51  |
| 35       | 2.08                  | 49%                  | Civil Rights                                                 | Knowledge 54  |
| 36       | 2.07                  | 65%                  | Choice of Law and Conflicts of Law                           | Knowledge 46  |
| 37       | 2.06                  | 53%                  | Employment Law                                               | Knowledge 17  |
| 38       | 2.06                  | 32%                  | Uniform Child Custody Jurisdiction and Enforcement Act       | Knowledge 61  |
| 39       | 2.04                  | 48%                  | Secured Transactions                                         | Knowledge 23  |
| 40       | 2.04                  | 43%                  | Employment Discrimination Law                                | Knowledge 69  |
| 41       | 2.01                  | 52%                  | Sales and Leases of Personal Property                        | Knowledge 24  |
| 42       | 2.01                  | 48%                  | Bankruptcy                                                   | Knowledge 50  |
| 43       | 1.97                  | 53%                  | Tax Law                                                      | Knowledge 35  |
| 44       | 1.96                  | 52%                  | Negotiable Instruments                                       | Knowledge 25  |
| 45       | 1.96                  | 39%                  | Securities Law                                               | Knowledge 52  |
| 46       | 1.96                  | 42%                  | ADA                                                          | Knowledge 68  |
| 47       | 1.95                  | 44%                  | Trust Law                                                    | Knowledge 36  |
| 48       | 1.95                  | 41%                  | Worker's Compensation                                        | Knowledge 62  |
| 49       | 1.95                  | 40%                  | Consumer Protection Law                                      | Knowledge 65  |

\* 1-4 with 4 being extremely significant.

\*\* % reporting this is performed and/or expected of them

## Section I. Knowledge Domains

| Line No. | Average Significance* | Percent Performing** | Knowledge Domains (cont.)                                         | Survey Number |
|----------|-----------------------|----------------------|-------------------------------------------------------------------|---------------|
| 50       | 1.93                  | 39%                  | Healthcare Law                                                    | Knowledge 58  |
| 51       | 1.93                  | 36%                  | Juvenile Law                                                      | Knowledge 59  |
| 52       | 1.90                  | 39%                  | Immigration Law                                                   | Knowledge 22  |
| 53       | 1.90                  | 41%                  | Intellectual Property                                             | Knowledge 38  |
| 54       | 1.88                  | 44%                  | Social Security                                                   | Knowledge 67  |
| 55       | 1.86                  | 41%                  | Government Contract Law                                           | Knowledge 78  |
| 56       | 1.84                  | 42%                  | ERISA and Other Employee Benefits Law                             | Knowledge 18  |
| 57       | 1.83                  | 45%                  | Non-Profit Organizations                                          | Knowledge 49  |
| 58       | 1.83                  | 43%                  | Employee Benefits                                                 | Knowledge 53  |
| 59       | 1.83                  | 35%                  | Public Employees Discipline and Termination                       | Knowledge 70  |
| 60       | 1.81                  | 40%                  | Investment Securities                                             | Knowledge 31  |
| 61       | 1.80                  | 38%                  | Housing Law                                                       | Knowledge 21  |
| 62       | 1.79                  | 43%                  | Funds Transfers                                                   | Knowledge 29  |
| 63       | 1.79                  | 36%                  | International Law                                                 | Knowledge 56  |
| 64       | 1.79                  | 30%                  | Patent Law                                                        | Knowledge 77  |
| 65       | 1.78                  | 35%                  | Construction Law                                                  | Knowledge 64  |
| 66       | 1.76                  | 43%                  | Bank Deposits                                                     | Knowledge 28  |
| 67       | 1.76                  | 38%                  | Unemployment Compensation                                         | Knowledge 63  |
| 68       | 1.75                  | 42%                  | Letters of Credit                                                 | Knowledge 27  |
| 69       | 1.75                  | 33%                  | Public Contract Law                                               | Knowledge 81  |
| 70       | 1.69                  | 35%                  | Mental Health Law                                                 | Knowledge 79  |
| 71       | 1.68                  | 32%                  | Energy                                                            | Knowledge 40  |
| 72       | 1.66                  | 28%                  | Hospital Law                                                      | Knowledge 76  |
| 73       | 1.65                  | 32%                  | Natural Resources                                                 | Knowledge 41  |
| 74       | 1.63                  | 32%                  | Land Use Planning                                                 | Knowledge 44  |
| 75       | 1.62                  | 38%                  | Bills of Lading, Warehouse Receipts, and Other Documents of Title | Knowledge 26  |
| 76       | 1.62                  | 34%                  | Environment                                                       | Knowledge 39  |
| 77       | 1.57                  | 30%                  | Education Law                                                     | Knowledge 47  |
| 78       | 1.56                  | 24%                  | Indian Law                                                        | Knowledge 42  |
| 79       | 1.55                  | 33%                  | Antitrust                                                         | Knowledge 55  |
| 80       | 1.55                  | 29%                  | Science and Technology Law                                        | Knowledge 82  |
| 81       | 1.51                  | 27%                  | Public Utility Law                                                | Knowledge 74  |
| 82       | 1.45                  | 22%                  | Indian Child Welfare Act                                          | Knowledge 60  |
| 83       | 1.42                  | 26%                  | Transportation Law                                                | Knowledge 72  |
| 84       | 1.42                  | 26%                  | Communication Law                                                 | Knowledge 80  |
| 85       | 1.35                  | 21%                  | Admiralty Law                                                     | Knowledge 73  |
| 86       | 1.25                  | 21%                  | Bioethics                                                         | Knowledge 75  |

\* 1-4 with 4 being extremely significant.

\*\* % reporting this is performed and/or expected of them

## Section II. Skills and Abilities

| Line No. | Average Significance* | Percent Performing** | Skills and Abilities                                       | Survey Number    |
|----------|-----------------------|----------------------|------------------------------------------------------------|------------------|
| 87       | 3.77                  | 100%                 | Written communication                                      | Skill/Ability 2  |
| 88       | 3.67                  | 99%                  | Paying attention to details                                | Skill/Ability 29 |
| 89       | 3.60                  | 99%                  | Listening                                                  | Skill/Ability 10 |
| 90       | 3.58                  | 99%                  | Oral communication                                         | Skill/Ability 1  |
| 91       | 3.58                  | 99%                  | Professionalism                                            | Skill/Ability 3  |
| 92       | 3.56                  | 99%                  | Using office technologies (e.g. word processing and email) | Skill/Ability 19 |
| 93       | 3.55                  | 98%                  | Critical reading and comprehension                         | Skill/Ability 16 |
| 94       | 3.55                  | 97%                  | Synthesizing facts and law                                 | Skill/Ability 17 |
| 95       | 3.54                  | 99%                  | Legal reasoning                                            | Skill/Ability 8  |
| 96       | 3.46                  | 99%                  | Knowing when to go back and ask questions                  | Skill/Ability 21 |
| 97       | 3.46                  | 99%                  | Organizational skills                                      | Skill/Ability 26 |
| 98       | 3.44                  | 99%                  | Working within established time constraints                | Skill/Ability 13 |
| 99       | 3.44                  | 99%                  | Interpersonal skills                                       | Skill/Ability 27 |
| 100      | 3.43                  | 98%                  | Issue spotting                                             | Skill/Ability 24 |
| 101      | 3.31                  | 98%                  | Decisiveness                                               | Skill/Ability 18 |
| 102      | 3.30                  | 99%                  | Answering questions succinctly                             | Skill/Ability 25 |
| 103      | 3.29                  | 89%                  | Judgment                                                   | Skill/Ability 15 |
| 104      | 3.28                  | 99%                  | Computer skills                                            | Skill/Ability 22 |
| 105      | 3.26                  | 98%                  | Electronic researching                                     | Skill/Ability 5  |
| 106      | 3.26                  | 95%                  | Diligence                                                  | Skill/Ability 31 |
| 107      | 3.24                  | 94%                  | Advocacy                                                   | Skill/Ability 9  |
| 108      | 3.22                  | 96%                  | Fact gathering and evaluation                              | Skill/Ability 7  |
| 109      | 3.15                  | 97%                  | Consciousness of personal and professional limitations     | Skill/Ability 36 |
| 110      | 3.13                  | 96%                  | Planning and strategizing                                  | Skill/Ability 32 |
| 111      | 3.10                  | 96%                  | Information integrating                                    | Skill/Ability 23 |
| 112      | 2.98                  | 97%                  | Working collaboratively                                    | Skill/Ability 12 |
| 113      | 2.97                  | 87%                  | Negotiation                                                | Skill/Ability 20 |
| 114      | 2.93                  | 96%                  | Resource management                                        | Skill/Ability 11 |
| 115      | 2.92                  | 91%                  | Interviewing                                               | Skill/Ability 28 |
| 116      | 2.87                  | 74%                  | Courtroom presence                                         | Skill/Ability 33 |
| 117      | 2.85                  | 95%                  | Creativity                                                 | Skill/Ability 35 |
| 118      | 2.84                  | 86%                  | Attorney client privilege - document reviewing             | Skill/Ability 30 |
| 119      | 2.71                  | 68%                  | Trial skills                                               | Skill/Ability 34 |
| 120      | 2.67                  | 95%                  | Legal citation                                             | Skill/Ability 4  |
| 121      | 2.31                  | 44%                  | Jury selection                                             | Skill/Ability 14 |
| 122      | 2.27                  | 91%                  | Non-electronic researching                                 | Skill/Ability 6  |

\* 1-4 with 4 being extremely significant.

\*\* % reporting this is performed and/or expected of them

## Section III. General Tasks

| General Tasks |  |  |  |  |
|---------------|--|--|--|--|
|---------------|--|--|--|--|

| Line No. | Average Significance* | Percent Performing** | Management of attorney-client relationship and caseload              | Survey Number |
|----------|-----------------------|----------------------|----------------------------------------------------------------------|---------------|
| 123      | 3.40                  | 95%                  | Identify issues in case                                              | Task 2        |
| 124      | 2.86                  | 76%                  | Establish attorney-client relationship                               | Task 5        |
| 125      | 2.86                  | 78%                  | Establish and maintain calendaring system                            | Task 8        |
| 126      | 2.59                  | 88%                  | Analyze application of rules of professional conduct and related law | Task 6        |
| 127      | 2.52                  | 36%                  | Establish and maintain client trust account                          | Task 9        |
| 128      | 2.51                  | 67%                  | Evaluate potential client engagement                                 | Task 1        |
| 129      | 2.22                  | 50%                  | Terminate attorney-client relationship                               | Task 10       |
| 130      | 2.11                  | 60%                  | Draft engagement letter                                              | Task 3        |
| 131      | 2.05                  | 49%                  | Draft initial report and budget for client                           | Task 4        |
| 132      | 1.99                  | 57%                  | Draft disclosure of potential conflict of interest and waiver        | Task 7        |

| Line No. | Average Significance* | Percent Performing** | Communications          | Survey Number |
|----------|-----------------------|----------------------|-------------------------|---------------|
| 133      | 3.49                  | 89%                  | Supervising attorney    | Task 19       |
| 134      | 3.48                  | 88%                  | Client                  | Task 12       |
| 135      | 3.42                  | 83%                  | Court                   | Task 17       |
| 136      | 3.33                  | 88%                  | Counsel for other party | Task 16       |
| 137      | 3.22                  | 93%                  | Non-lawyer staff        | Task 18       |
| 138      | 2.85                  | 83%                  | Government agency       | Task 15       |
| 139      | 2.80                  | 69%                  | Prospective client      | Task 11       |
| 140      | 2.48                  | 62%                  | Investigator            | Task 13       |
| 141      | 2.43                  | 56%                  | Law enforcement         | Task 14       |

| Line No. | Average Significance* | Percent Performing** | Research and Investigation                   | Survey Number |
|----------|-----------------------|----------------------|----------------------------------------------|---------------|
| 142      | 3.42                  | 96%                  | Conduct electronic legal research            | Task 34       |
| 143      | 3.38                  | 95%                  | Research statutory authority                 | Task 30       |
| 144      | 3.31                  | 96%                  | Research regulations and rules               | Task 31       |
| 145      | 3.19                  | 89%                  | Research judicial authority                  | Task 29       |
| 146      | 3.10                  | 86%                  | Conduct document review                      | Task 26       |
| 147      | 3.04                  | 77%                  | Interview client and client representatives  | Task 20       |
| 148      | 2.91                  | 83%                  | Conduct fact investigation                   | Task 25       |
| 149      | 2.75                  | 69%                  | Interview witness                            | Task 21       |
| 150      | 2.70                  | 92%                  | Research secondary authorities               | Task 32       |
| 151      | 2.58                  | 61%                  | Obtain medical records                       | Task 28       |
| 152      | 2.54                  | 58%                  | Conduct transaction due diligence activities | Task 24       |
| 153      | 2.53                  | 81%                  | Request public records                       | Task 27       |
| 154      | 2.38                  | 69%                  | Investigate the background of opposing party | Task 23       |
| 155      | 2.29                  | 85%                  | Research legislative history                 | Task 33       |
| 156      | 2.16                  | 48%                  | Investigate the scene of the incident        | Task 22       |

\* 1-4 with 4 being extremely significant.

\*\* % reporting this is performed and/or expected of them

### Section III. General Tasks

| General Tasks (cont.) |                       |                      |                                                                                           |               |
|-----------------------|-----------------------|----------------------|-------------------------------------------------------------------------------------------|---------------|
| Line No.              | Average Significance* | Percent Performing** | Analysis and resolution of client matters                                                 | Survey Number |
| 157                   | 3.46                  | 97%                  | Analyze law                                                                               | Task 35       |
| 158                   | 3.20                  | 87%                  | Advise client                                                                             | Task 37       |
| 159                   | 3.13                  | 87%                  | Develop strategy for client matter                                                        | Task 36       |
| 160                   | 2.93                  | 77%                  | Negotiate agreement                                                                       | Task 43       |
| 161                   | 2.81                  | 86%                  | Draft memo summarizing case law, statutes, and regulations, including legislative history | Task 39       |
| 162                   | 2.79                  | 72%                  | Negotiate dispute                                                                         | Task 42       |
| 163                   | 2.60                  | 65%                  | Draft demand letter                                                                       | Task 41       |
| 164                   | 2.54                  | 76%                  | Draft legal opinion letter                                                                | Task 40       |
| 165                   | 2.53                  | 80%                  | Draft case summary                                                                        | Task 38       |

\* 1-4 with 4 being extremely significant.

\*\* % reporting this is performed and/or expected of them

## Section IV. Specific Practice Area Tasks

### Specific Practice Area Tasks

| Line No. | Average Significance* | Percent Reporting** | Administrative Law Tasks<br>(Practice Area for 21 percent of Respondents) | Survey Number |
|----------|-----------------------|---------------------|---------------------------------------------------------------------------|---------------|
| 166      | 3.31                  | 99%                 | Research agency procedural and substantive rules                          | Task 44       |
| 167      | 3.12                  | 98%                 | Review agency opinions and determinations                                 | Task 45       |
| 168      | 2.68                  | 87%                 | Request documents from administrative agencies                            | Task 46       |
| 169      | 2.47                  | 74%                 | Respond to document requests from administrative agencies                 | Task 47       |
| 170      | 2.67                  | 68%                 | Prepare application to government agency                                  | Task 48       |
| 171      | 2.60                  | 53%                 | Advise client on permitting or licensing decisions                        | Task 49       |
| 172      | 2.59                  | 55%                 | Advise client regarding benefit eligibility                               | Task 50       |
| 173      | 2.78                  | 82%                 | Develop and review administrative records                                 | Task 51       |
| 174      | 3.03                  | 70%                 | Represent client before administrative agency                             | Task 52       |
| 175      | 2.85                  | 74%                 | Draft or respond to petition for review of administrative action          | Task 53       |
| 176      | 2.66                  | 52%                 | Prosecute appeal on denial of eligibility                                 | Task 54       |
| 177      | 2.23                  | 49%                 | Participate in rulemaking procedures                                      | Task 55       |

| Line No. | Average Significance* | Percent Reporting** | Business Organizations Tasks<br>(Practice Area for 20 percent of Respondents)             | Survey Number |
|----------|-----------------------|---------------------|-------------------------------------------------------------------------------------------|---------------|
| 178      | 3.00                  | 87%                 | Draft documents for formation of business organizations                                   | Task 57       |
| 179      | 2.86                  | 71%                 | Draft resolutions, written consents, and/or meeting minutes of shareholders and directors | Task 63       |
| 180      | 2.75                  | 86%                 | Advise client regarding forms of business organizations                                   | Task 56       |
| 181      | 2.67                  | 75%                 | Draft purchase agreement                                                                  | Task 59       |
| 182      | 2.54                  | 61%                 | Draft closing checklist and flow of funds statement                                       | Task 60       |
| 183      | 2.50                  | 71%                 | Draft non-compete agreement or provisions                                                 | Task 65       |
| 184      | 2.46                  | 73%                 | Draft term sheet or letter of intent for business transactions                            | Task 58       |
| 185      | 2.46                  | 62%                 | Evaluate applicability of state and federal securities law                                | Task 69       |
| 186      | 2.40                  | 47%                 | Prepare schedules for merger and acquisition transactions                                 | Task 68       |
| 187      | 2.38                  | 67%                 | Draft employment agreement                                                                | Task 67       |
| 188      | 2.27                  | 66%                 | Negotiate non-compete agreement or provisions                                             | Task 64       |
| 189      | 2.22                  | 55%                 | Draft merger and acquisition agreement                                                    | Task 62       |
| 190      | 2.14                  | 60%                 | Negotiate employment agreement                                                            | Task 66       |
| 191      | 1.99                  | 51%                 | Negotiate merger and acquisition agreement                                                | Task 61       |

| Line No. | Average Significance* | Percent Reporting** | Civil Litigation Tasks<br>(Practice Area for 43 percent of Respondents)                 | Survey Number |
|----------|-----------------------|---------------------|-----------------------------------------------------------------------------------------|---------------|
| 192      | 3.25                  | 85%                 | Draft/respond to motion for summary judgment or other dispositive motion                | Task 110      |
| 193      | 3.19                  | 85%                 | Prepare/respond to request for production (including electronically stored information) | Task 82       |
| 194      | 3.17                  | 79%                 | Draft answer to complaint                                                               | Task 74       |
| 195      | 3.16                  | 80%                 | Draft summons and complaint                                                             | Task 72       |
| 196      | 3.16                  | 92%                 | Conduct document review                                                                 | Task 90       |
| 197      | 3.13                  | 85%                 | Prepare/respond to interrogatories                                                      | Task 80       |
| 198      | 3.10                  | 82%                 | Represent client in court hearing                                                       | Task 112      |
| 199      | 3.09                  | 84%                 | Draft/respond to motion to dismiss                                                      | Task 109      |
| 200      | 3.06                  | 82%                 | Prepare/respond to request for admission                                                | Task 81       |
| 201      | 3.06                  | 84%                 | Draft/respond to non-dispositive motion                                                 | Task 111      |

\* 1-4 with 4 being extremely significant.

\*\* % reporting this is performed and/or expected of them

## Section IV. Specific Practice Area Tasks

### Specific Practice Area Tasks (cont.)

| Line No. | Average Significance* | Percent Reporting** | Civil Litigation Tasks (cont.)<br>(Practice Area for 43 percent of Respondents) | Survey Number |
|----------|-----------------------|---------------------|---------------------------------------------------------------------------------|---------------|
| 202      | 3.03                  | 82%                 | Analyze deposition testimony                                                    | Task 89       |
| 203      | 2.99                  | 84%                 | Analyze medical/business records                                                | Task 91       |
| 204      | 2.98                  | 79%                 | Represent client at court conference                                            | Task 96       |
| 205      | 2.95                  | 84%                 | Draft proposed order                                                            | Task 106      |
| 206      | 2.94                  | 81%                 | Draft/respond to discovery motion                                               | Task 95       |
| 207      | 2.92                  | 86%                 | Draft affidavits and declarations                                               | Task 78       |
| 208      | 2.89                  | 74%                 | Conduct/defend deposition                                                       | Task 88       |
| 209      | 2.85                  | 78%                 | Prepare client for testimony                                                    | Task 99       |
| 210      | 2.83                  | 75%                 | Draft release/settlement agreement                                              | Task 103      |
| 211      | 2.79                  | 76%                 | Draft settlement proposal                                                       | Task 102      |
| 212      | 2.79                  | 64%                 | Draft/assist with appellate brief                                               | Task 128      |
| 213      | 2.78                  | 58%                 | Perform direct examination and cross-examination                                | Task 116      |
| 214      | 2.77                  | 61%                 | Make objections                                                                 | Task 118      |
| 215      | 2.76                  | 81%                 | Draft witness and exhibit lists                                                 | Task 97       |
| 216      | 2.75                  | 73%                 | Draft/respond to discovery deficiency letters                                   | Task 92       |
| 217      | 2.74                  | 75%                 | Draft and serve subpoena duces tecum                                            | Task 100      |
| 218      | 2.73                  | 80%                 | Resolve discovery disputes                                                      | Task 93       |
| 219      | 2.71                  | 62%                 | Make trial motions                                                              | Task 119      |
| 220      | 2.70                  | 75%                 | Prepare testimony outlines                                                      | Task 98       |
| 221      | 2.70                  | 73%                 | Draft motions in limine                                                         | Task 101      |
| 222      | 2.70                  | 60%                 | Introduce exhibits                                                              | Task 117      |
| 223      | 2.70                  | 54%                 | Represent client at mediation                                                   | Task 133      |
| 224      | 2.69                  | 56%                 | Communicate with insurer                                                        | Task 77       |
| 225      | 2.66                  | 68%                 | Prepare/respond to request for inspection                                       | Task 83       |
| 226      | 2.66                  | 56%                 | Draft proposed jury instructions                                                | Task 120      |
| 227      | 2.65                  | 63%                 | Draft/respond to post-judgment motion                                           | Task 123      |
| 228      | 2.65                  | 52%                 | Present oral argument                                                           | Task 129      |
| 229      | 2.64                  | 53%                 | Present closing argument                                                        | Task 122      |
| 230      | 2.63                  | 76%                 | Prepare pretrial order                                                          | Task 113      |
| 231      | 2.62                  | 53%                 | Draft mediation statement                                                       | Task 132      |
| 232      | 2.60                  | 75%                 | Draft discovery plan                                                            | Task 79       |
| 233      | 2.58                  | 73%                 | Identify/evaluate expert witnesses                                              | Task 86       |
| 234      | 2.51                  | 53%                 | Present opening statement                                                       | Task 115      |
| 235      | 2.49                  | 41%                 | Represent client at arbitration                                                 | Task 134      |
| 236      | 2.48                  | 65%                 | Prepare expert disclosure                                                       | Task 87       |
| 237      | 2.46                  | 53%                 | Represent client in post-judgment proceedings and other collection activities   | Task 124      |
| 238      | 2.43                  | 54%                 | Prepare or designate record on appeal                                           | Task 127      |
| 239      | 2.42                  | 38%                 | Analyze Medicare issues in personal injury action                               | Task 76       |
| 240      | 2.41                  | 60%                 | Prepare meet-and-confer letter                                                  | Task 94       |
| 241      | 2.38                  | 62%                 | Draft protective order                                                          | Task 105      |
| 242      | 2.37                  | 52%                 | Prepare/respond to request for independent medical examination                  | Task 84       |
| 243      | 2.36                  | 42%                 | Negotiate with subrogation claimants and lien holders                           | Task 125      |
| 244      | 2.34                  | 62%                 | Prepare privilege log                                                           | Task 85       |
| 245      | 2.34                  | 43%                 | Select jury                                                                     | Task 114      |
| 246      | 2.29                  | 44%                 | Draft demand for arbitration and response                                       | Task 130      |
| 247      | 2.28                  | 46%                 | Prepare offer of judgment                                                       | Task 126      |
| 248      | 2.25                  | 43%                 | Draft contempt documents                                                        | Task 121      |
| 249      | 2.23                  | 58%                 | Draft removal and remand documents                                              | Task 75       |

\* 1-4 with 4 being extremely significant.

\*\* % reporting this is performed and/or expected of them

## Section IV. Specific Practice Area Tasks

### Specific Practice Area Tasks (cont.)

| Line No. | Average Significance* | Percent Reporting** | Civil Litigation Tasks (cont.)<br>(Practice Area for 43 percent of Respondents) | Survey Number |
|----------|-----------------------|---------------------|---------------------------------------------------------------------------------|---------------|
| 250      | 2.18                  | 50%                 | Draft litigation hold letter                                                    | Task 104      |
| 251      | 2.17                  | 57%                 | Draft petition for extraordinary relief                                         | Task 73       |
| 252      | 2.14                  | 50%                 | Develop "market value" of similar cases in similar venues                       | Task 70       |
| 253      | 2.12                  | 28%                 | Draft foreclosure documents                                                     | Task 108      |
| 254      | 2.11                  | 59%                 | Draft confidentiality agreement                                                 | Task 71       |
| 255      | 2.04                  | 35%                 | Draft settlement brochure                                                       | Task 131      |
| 256      | 1.89                  | 32%                 | Draft civil/criminal forfeiture documents                                       | Task 107      |

| Line No. | Average Significance* | Percent Performing** | Commercial Law Tasks<br>(Practice Area for 12 percent of Respondents)                     | Survey Number |
|----------|-----------------------|----------------------|-------------------------------------------------------------------------------------------|---------------|
| 257      | 3.28                  | 86%                  | Draft contracts                                                                           | Task 135      |
| 258      | 3.03                  | 78%                  | Draft Terms and Conditions for client forms and agreements                                | Task 136      |
| 259      | 2.82                  | 62%                  | Draft resolutions, written consents, and/or meeting minutes of shareholders and directors | Task 149      |
| 260      | 2.80                  | 76%                  | Analyze loan documents                                                                    | Task 138      |
| 261      | 2.65                  | 54%                  | Draft closing checklists and flow of funds statements                                     | Task 144      |
| 262      | 2.63                  | 64%                  | Draft assignment and assumption agreements                                                | Task 148      |
| 263      | 2.62                  | 66%                  | Draft asset purchase agreements                                                           | Task 141      |
| 264      | 2.51                  | 66%                  | Perform lien, litigation, and bankruptcy filing searches                                  | Task 150      |
| 265      | 2.50                  | 58%                  | Draft licensing agreements                                                                | Task 137      |
| 266      | 2.49                  | 61%                  | Draft loan documents                                                                      | Task 139      |
| 267      | 2.48                  | 61%                  | Draft term sheet letters of intent for business transaction                               | Task 143      |
| 268      | 2.44                  | 60%                  | Draft, perfect, or enforce liens                                                          | Task 151      |
| 269      | 2.38                  | 45%                  | Draft merger and acquisition agreements                                                   | Task 146      |
| 270      | 2.36                  | 67%                  | Analyze issues of insurance coverage                                                      | Task 140      |
| 271      | 2.25                  | 54%                  | Draft UCC financing statements                                                            | Task 142      |
| 272      | 2.23                  | 45%                  | Negotiate merger and acquisition agreements                                               | Task 145      |
| 273      | 2.01                  | 38%                  | Draft bond documents                                                                      | Task 147      |

| Line No. | Average Significance* | Percent Performing** | Criminal Law Tasks<br>(Practice Area for 18 percent of Respondents)               | Survey Number |
|----------|-----------------------|----------------------|-----------------------------------------------------------------------------------|---------------|
| 274      | 3.55                  | 87%                  | Conduct plea negotiations                                                         | Task 157      |
| 275      | 3.54                  | 73%                  | Advise client regarding plea options                                              | Task 159      |
| 276      | 3.42                  | 75%                  | Try misdemeanor case (jury and non-jury)                                          | Task 167      |
| 277      | 3.39                  | 86%                  | Raise/respond to suppression/evidentiary issues                                   | Task 166      |
| 278      | 3.30                  | 61%                  | Try felony case (jury and non-jury)                                               | Task 168      |
| 279      | 3.23                  | 80%                  | Draft/review plea agreement                                                       | Task 160      |
| 280      | 3.16                  | 79%                  | Prepare/present sentencing arguments                                              | Task 172      |
| 281      | 3.05                  | 80%                  | Evaluate collateral effects of criminal conviction                                | Task 171      |
| 282      | 3.00                  | 76%                  | Interview criminal complainant                                                    | Task 152      |
| 283      | 2.93                  | 62%                  | Represent client in probation violation proceedings                               | Task 176      |
| 284      | 2.87                  | 53%                  | Represent client in domestic violence/family offense protective order proceedings | Task 165      |
| 285      | 2.84                  | 65%                  | Represent client at bail hearing                                                  | Task 155      |
| 286      | 2.84                  | 69%                  | Draft jury instructions                                                           | Task 170      |
| 287      | 2.75                  | 68%                  | Conduct proffer negotiations                                                      | Task 158      |
| 288      | 2.75                  | 42%                  | Represent client in license revocation proceedings                                | Task 162      |

\* 1-4 with 4 being extremely significant.

\*\* % reporting this is performed and/or expected of them

## Section IV. Specific Practice Area Tasks

### Specific Practice Area Tasks (cont.)

| Line No. | Average Significance* | Percent Performing** | Criminal Law Tasks (cont.)<br>(Practice Area for 18 percent of Respondents) | Survey Number |
|----------|-----------------------|----------------------|-----------------------------------------------------------------------------|---------------|
| 289      | 2.72                  | 75%                  | Communicate with probation agent                                            | Task 175      |
| 290      | 2.68                  | 62%                  | Represent client in traffic matters                                         | Task 161      |
| 291      | 2.68                  | 43%                  | Represent client in juvenile delinquency matters                            | Task 163      |
| 292      | 2.67                  | 74%                  | Raise/respond to defendant's mental competency issues                       | Task 156      |
| 293      | 2.65                  | 49%                  | Represent client in post-conviction relief proceedings                      | Task 173      |
| 294      | 2.63                  | 41%                  | Draft criminal charging documents                                           | Task 154      |
| 295      | 2.53                  | 60%                  | Conduct pre-charging negotiations                                           | Task 153      |
| 296      | 2.50                  | 35%                  | Represent client in child protection matters                                | Task 164      |
| 297      | 2.37                  | 41%                  | Petition for writ of habeas corpus                                          | Task 174      |
| 298      | 2.22                  | 40%                  | Litigate property forfeiture issues                                         | Task 169      |

| Line No. | Average Significance* | Percent Performing** | Debtor/Creditor Relations Tasks<br>(Practice Area for 11 percent of Respondents) | Survey Number |
|----------|-----------------------|----------------------|----------------------------------------------------------------------------------|---------------|
| 299      | 2.91                  | 82%                  | Advise client regarding collection options                                       | Task 179      |
| 300      | 2.80                  | 89%                  | Analyze loan documents                                                           | Task 177      |
| 301      | 2.79                  | 62%                  | Analyze bankruptcy petition and schedules                                        | Task 182      |
| 302      | 2.77                  | 83%                  | Analyze effects of bankruptcy on enforcement of liens                            | Task 178      |
| 303      | 2.73                  | 50%                  | Engage in motion practice in bankruptcy court                                    | Task 188      |
| 304      | 2.68                  | 51%                  | Draft pleadings in bankruptcy court                                              | Task 187      |
| 305      | 2.65                  | 43%                  | Represent client in 341 hearing                                                  | Task 185      |
| 306      | 2.65                  | 50%                  | Assess or object to dischargeability                                             | Task 189      |
| 307      | 2.63                  | 45%                  | Draft complaint for adversary proceedings in bankruptcy                          | Task 186      |
| 308      | 2.62                  | 63%                  | Advise client regarding bankruptcy filing options                                | Task 180      |
| 309      | 2.61                  | 55%                  | Analyze avoidability of transfers                                                | Task 190      |
| 310      | 2.58                  | 62%                  | Represent client in post-judgment proceedings and other collection activities    | Task 193      |
| 311      | 2.54                  | 45%                  | Draft bankruptcy petition and schedules                                          | Task 181      |
| 312      | 2.54                  | 45%                  | Draft debtor's disclosure statement and plan                                     | Task 183      |
| 313      | 2.52                  | 49%                  | Participate in automatic stay proceedings                                        | Task 191      |
| 314      | 2.46                  | 39%                  | Draft foreclosure documents                                                      | Task 194      |
| 315      | 2.42                  | 42%                  | Draft claim against bankrupt estate                                              | Task 192      |
| 316      | 2.36                  | 39%                  | Represent client in bankruptcy committee meeting                                 | Task 184      |

\* 1-4 with 4 being extremely significant.

\*\* % reporting this is performed and/or expected of them

## Section IV. Specific Practice Area Tasks

### Specific Practice Area Tasks (cont.)

| Line No. | Average Significance* | Percent Performing** | Employment Law Tasks<br>(Practice Area for 11 percent of Respondents)     | Survey Number |
|----------|-----------------------|----------------------|---------------------------------------------------------------------------|---------------|
| 317      | 2.94                  | 72%                  | File and respond to federal and state discrimination claim                | Task 206      |
| 318      | 2.89                  | 73%                  | Represent client on employment rights and obligations                     | Task 202      |
| 319      | 2.76                  | 80%                  | Advise client on discipline and termination issues                        | Task 198      |
| 320      | 2.76                  | 76%                  | Analyze client practices and procedures in light of employment laws       | Task 200      |
| 321      | 2.74                  | 65%                  | Conduct witness interviews in light of discrimination claim               | Task 205      |
| 322      | 2.57                  | 69%                  | Advise client on disability accommodation issues                          | Task 199      |
| 323      | 2.41                  | 57%                  | Draft employment and non-compete agreements                               | Task 196      |
| 324      | 2.40                  | 55%                  | Draft employee handbook and employment policies                           | Task 195      |
| 325      | 2.39                  | 61%                  | Advise client on unemployment laws                                        | Task 203      |
| 326      | 2.34                  | 33%                  | Represent client in collective bargaining matters and related proceedings | Task 208      |
| 327      | 2.33                  | 53%                  | Draft separation agreement                                                | Task 197      |
| 328      | 2.14                  | 32%                  | Prosecute/defend workers' compensation claim                              | Task 207      |
| 329      | 2.08                  | 48%                  | Determine applicability of workers' compensation benefits                 | Task 201      |
| 330      | 1.91                  | 29%                  | Draft/revise appeal of denial of employee benefits (ERISA)                | Task 204      |

| Line No. | Average Significance* | Percent Performing** | Environmental Law/Natural Resources Tasks<br>(Practice Area for 4 percent of Respondents)                          | Survey Number |
|----------|-----------------------|----------------------|--------------------------------------------------------------------------------------------------------------------|---------------|
| 331      | 3.15                  | 89%                  | Research applicability of var. fed. and state environmental programs & procedural rules                            | Task 210      |
| 332      | 2.66                  | 77%                  | Perform environmental litigation support                                                                           | Task 221      |
| 333      | 2.64                  | 53%                  | Support preparation of comments on proposed environmental regulations                                              | Task 222      |
| 334      | 2.61                  | 55%                  | Draft FOIA requests                                                                                                | Task 218      |
| 335      | 2.51                  | 49%                  | Perform environmental liability research in real estate transactional contexts                                     | Task 220      |
| 336      | 2.36                  | 55%                  | Review and analyze Phase 1 environmental reports                                                                   | Task 211      |
| 337      | 2.26                  | 70%                  | Negotiate with regulatory authorities                                                                              | Task 214      |
| 338      | 2.26                  | 62%                  | Conduct compliance activities and support client in responding to non-compliance issues                            | Task 215      |
| 339      | 2.23                  | 53%                  | Draft permit applications                                                                                          | Task 209      |
| 340      | 2.14                  | 40%                  | Draft conservation agreements                                                                                      | Task 219      |
| 341      | 2.02                  | 57%                  | Support client during permit application/review process and communications with regulators and opponents of permit | Task 213      |
| 342      | 2.00                  | 58%                  | Support client during environmental data/information response requests from regulators                             | Task 212      |
| 343      | 1.81                  | 43%                  | Draft insurance coverage opinions                                                                                  | Task 217      |
| 344      | 1.76                  | 49%                  | Draft response to audit reports                                                                                    | Task 216      |

\* 1-4 with 4 being extremely significant.

\*\* % reporting this is performed and/or expected of them

## Section IV. Specific Practice Area Tasks

### Specific Practice Area Tasks (cont.)

| Line No. | Average Significance* | Percent Performing** | Family Law Tasks<br>(Practice Area for 13 percent of Respondents)                                                         | Survey Number |
|----------|-----------------------|----------------------|---------------------------------------------------------------------------------------------------------------------------|---------------|
| 345      | 3.51                  | 86%                  | Draft property settlement agreement and documents related to spousal support, child support, and child custody/visitation | Task 236      |
| 346      | 3.50                  | 89%                  | Represent client in support, child custody, and visitation proceedings                                                    | Task 230      |
| 347      | 3.49                  | 88%                  | Represent client in divorce, property settlement, and child custody hearings                                              | Task 235      |
| 348      | 3.31                  | 84%                  | Prepare petition for custody                                                                                              | Task 237      |
| 349      | 3.17                  | 86%                  | Draft motion/brief for modification of prior court order                                                                  | Task 232      |
| 350      | 3.10                  | 80%                  | Draft motion/brief for interim relief                                                                                     | Task 231      |
| 351      | 3.10                  | 79%                  | Draft motion/brief for enforcement of prior court order                                                                   | Task 240      |
| 352      | 2.95                  | 76%                  | Represent client in domestic violence/family offense proceedings                                                          | Task 226      |
| 353      | 2.82                  | 52%                  | Represent client in juvenile court proceedings                                                                            | Task 239      |
| 354      | 2.70                  | 70%                  | Represent client in paternity proceedings                                                                                 | Task 227      |
| 355      | 2.64                  | 69%                  | Represent client in abuse and neglect proceedings                                                                         | Task 228      |
| 356      | 2.56                  | 64%                  | Represent client in termination of parental rights proceedings                                                            | Task 229      |
| 357      | 2.29                  | 59%                  | Prepare adoption petitions                                                                                                | Task 225      |
| 358      | 2.23                  | 35%                  | Draft special needs trust documents                                                                                       | Task 238      |
| 359      | 2.15                  | 48%                  | Prepare placement petitions                                                                                               | Task 224      |
| 360      | 2.11                  | 25%                  | Represent client in Indian Child Welfare proceedings                                                                      | Task 234      |
| 361      | 2.09                  | 39%                  | Analyze tribal jurisdiction                                                                                               | Task 233      |
| 362      | 1.98                  | 54%                  | Draft prenuptial agreements                                                                                               | Task 223      |

| Line No. | Average Significance* | Percent Performing** | Immigration Law Tasks<br>(Practice Area for 5 percent of Respondents)                                      | Survey Number |
|----------|-----------------------|----------------------|------------------------------------------------------------------------------------------------------------|---------------|
| 364      | 3.55                  | 91%                  | Review regulations to determine client's eligibility for immigration benefit                               | Task 241      |
| 365      | 3.51                  | 81%                  | Evaluate client's criminal record to determine if conviction/crime renders client deportable or excludable | Task 250      |
| 366      | 3.48                  | 90%                  | Prepare visa applications and asylum petitions                                                             | Task 244      |
| 367      | 3.40                  | 79%                  | Draft immigration and deportation documents                                                                | Task 254      |
| 368      | 3.38                  | 74%                  | Evaluate collateral effects of criminal conviction                                                         | Task 251      |
| 369      | 3.37                  | 90%                  | Review forms submitted in conjunction with immigration benefit petitions                                   | Task 246      |
| 370      | 3.27                  | 87%                  | Analyze client's eligibility for relief from removal                                                       | Task 249      |
| 371      | 3.16                  | 79%                  | Represent client in deportation or other immigration proceeding                                            | Task 253      |
| 372      | 3.09                  | 81%                  | Prepare client for and accompany client to interviews by case adjudicators                                 | Task 252      |
| 373      | 3.03                  | 80%                  | Review agency and ALJ opinions related to immigration benefits denials                                     | Task 255      |
| 374      | 2.88                  | 70%                  | Assist client with completion of online forms for consular appointments                                    | Task 247      |
| 375      | 2.51                  | 76%                  | Communicate with law enforcement                                                                           | Task 248      |
| 376      | 2.36                  | 53%                  | Audit client's activities to determine compliance                                                          | Task 243      |
| 377      | 2.24                  | 43%                  | Assist employer in determining legality of workforce                                                       | Task 242      |

\* 1-4 with 4 being extremely significant.

\*\* % reporting this is performed and/or expected of them

## Section IV. Specific Practice Area Tasks

### Specific Practice Area Tasks (cont.)

| Line No. | Average Significance* | Percent Performing** | Intellectual Property Tasks<br>(Practice Area for 7 percent of Respondents)                                                | Survey Number |
|----------|-----------------------|----------------------|----------------------------------------------------------------------------------------------------------------------------|---------------|
| 378      | 3.14                  | 63%                  | Review alleged prior art                                                                                                   | Task 276      |
| 379      | 3.08                  | 50%                  | Analyze patentability of invention                                                                                         | Task 264      |
| 380      | 3.04                  | 40%                  | Draft patent application                                                                                                   | Task 266      |
| 381      | 3.02                  | 50%                  | Draft trademark application                                                                                                | Task 268      |
| 382      | 2.96                  | 62%                  | Draft cease-and-desist letter                                                                                              | Task 277      |
| 383      | 2.94                  | 72%                  | Advise client on types of intellectual property protection available for inventions and creations and any gaps in coverage | Task 262      |
| 384      | 2.94                  | 73%                  | Maintain industry knowledge of intellectual-property-focused industries (e.g., publishing)                                 | Task 281      |
| 385      | 2.89                  | 57%                  | Negotiate licensing agreement                                                                                              | Task 274      |
| 386      | 2.87                  | 66%                  | Draft non-disclosure agreement                                                                                             | Task 260      |
| 387      | 2.83                  | 54%                  | Perform and analyze trademark clearance searches                                                                           | Task 267      |
| 388      | 2.83                  | 51%                  | Draft release agreement for use of intellectual property                                                                   | Task 272      |
| 389      | 2.79                  | 67%                  | Draft licensing agreement                                                                                                  | Task 275      |
| 390      | 2.71                  | 62%                  | Maintain calendaring system for trademark and patent filings                                                               | Task 256      |
| 391      | 2.70                  | 58%                  | Draft intellectual property assignment agreement for transaction                                                           | Task 271      |
| 392      | 2.65                  | 59%                  | Advise client on maximizing intellectual property portfolio                                                                | Task 278      |
| 393      | 2.62                  | 49%                  | Prepare copyright application                                                                                              | Task 269      |
| 394      | 2.57                  | 60%                  | Evaluate new technologies' impact on and treatment under existing law                                                      | Task 279      |
| 395      | 2.56                  | 53%                  | Draft intellectual property development agreement                                                                          | Task 257      |
| 396      | 2.48                  | 47%                  | Draft work-for-hire agreement                                                                                              | Task 259      |
| 397      | 2.46                  | 56%                  | Draft website terms of use and privacy policy                                                                              | Task 261      |
| 398      | 2.46                  | 39%                  | Identify open-source software licenses and advise client on commercialization of same                                      | Task 273      |
| 399      | 2.45                  | 64%                  | Advise client on fair use doctrine                                                                                         | Task 270      |
| 400      | 2.44                  | 52%                  | Review office-specific resources (e.g., Copyright Office circulars)                                                        | Task 280      |
| 401      | 2.43                  | 52%                  | Draft intellectual-property-specific representations and warranties in purchase agreement                                  | Task 258      |
| 402      | 2.38                  | 55%                  | Prepare intellectual property due diligence checklist                                                                      | Task 263      |
| 403      | 2.33                  | 45%                  | Draft invention assignment agreement                                                                                       | Task 265      |

| Line No. | Average Significance* | Percent Performing** | Real Estate Tasks<br>(Practice Area for 10 percent of Respondents) | Survey Number |
|----------|-----------------------|----------------------|--------------------------------------------------------------------|---------------|
| 404      | 3.23                  | 70%                  | Draft deed and real estate closing documents                       | Task 298      |
| 405      | 2.98                  | 75%                  | Communicate with title agent and other third parties               | Task 294      |
| 406      | 2.98                  | 64%                  | Draft real estate purchase and sale agreement                      | Task 297      |
| 407      | 2.96                  | 84%                  | Review and evaluate a title examination/report                     | Task 293      |
| 408      | 2.96                  | 58%                  | Conduct real estate closing                                        | Task 296      |
| 409      | 2.92                  | 60%                  | Represent client in real estate closing                            | Task 307      |
| 410      | 2.89                  | 55%                  | Draft closing checklist                                            | Task 295      |
| 411      | 2.89                  | 72%                  | Draft lease agreement, amendments, and memorandum of lease         | Task 300      |
| 412      | 2.85                  | 71%                  | Represent client in landlord-tenant matters                        | Task 308      |
| 413      | 2.75                  | 83%                  | Analyze loan documents                                             | Task 282      |
| 414      | 2.75                  | 46%                  | Represent client in loan closing                                   | Task 306      |
| 415      | 2.68                  | 70%                  | Draft power of attorney                                            | Task 287      |
| 416      | 2.64                  | 49%                  | Draft deeds of trust                                               | Task 310      |
| 417      | 2.62                  | 52%                  | Draft easements and other servitudes                               | Task 302      |
| 418      | 2.57                  | 53%                  | Draft, perfect, or enforce lien                                    | Task 305      |
| 419      | 2.56                  | 75%                  | Review organizational documents                                    | Task 290      |
| 420      | 2.55                  | 72%                  | Review and analyze land survey                                     | Task 288      |

\* 1-4 with 4 being extremely significant.

\*\* % reporting this is performed and/or expected of them

## Section IV. Specific Practice Area Tasks

### Specific Practice Area Tasks (cont.)

| Line No. | Average Significance* | Percent Performing** | Real Estate Tasks (cont.)<br>(Practice Area for 10 percent of Respondents) | Survey Number |
|----------|-----------------------|----------------------|----------------------------------------------------------------------------|---------------|
| 421      | 2.40                  | 51%                  | Represent client in foreclosure proceedings                                | Task 309      |
| 422      | 2.34                  | 38%                  | Draft real estate construction agreement                                   | Task 303      |
| 423      | 2.32                  | 60%                  | Draft loan documents and modifications/amendments                          | Task 284      |
| 424      | 2.31                  | 55%                  | Review and analyze environmental reports                                   | Task 289      |
| 425      | 2.31                  | 37%                  | Draft condominium documents                                                | Task 299      |
| 426      | 2.26                  | 51%                  | Negotiate with zoning and other regulatory authorities                     | Task 291      |
| 427      | 2.25                  | 57%                  | Review insurance certificates                                              | Task 292      |
| 428      | 2.24                  | 44%                  | Draft operating agreement and division order                               | Task 304      |
| 429      | 2.23                  | 57%                  | Negotiate loan document                                                    | Task 283      |
| 430      | 2.21                  | 53%                  | Draft construction/mechanic's lien waiver                                  | Task 286      |
| 431      | 2.14                  | 54%                  | Draft UCC financing statement                                              | Task 285      |
| 432      | 2.13                  | 37%                  | Draft land use planning documents                                          | Task 301      |

| Line No. | Average Significance* | Percent Performing** | Wills, Trusts, Estate Planning, and Probate Law Tasks<br>(Practice Area for 12 percent of Respondents) | Survey Number |
|----------|-----------------------|----------------------|--------------------------------------------------------------------------------------------------------|---------------|
| 433      | 3.32                  | 91%                  | Draft wills                                                                                            | Task 312      |
| 434      | 3.21                  | 91%                  | Draft power of attorney                                                                                | Task 315      |
| 435      | 3.20                  | 85%                  | Draft healthcare surrogate/healthcare power of attorney                                                | Task 318      |
| 436      | 3.18                  | 91%                  | Advise client on estate planning matters                                                               | Task 311      |
| 437      | 3.15                  | 88%                  | Draft living will                                                                                      | Task 316      |
| 438      | 3.10                  | 82%                  | Draft estate plan documents                                                                            | Task 314      |
| 439      | 3.09                  | 79%                  | Draft trusts                                                                                           | Task 313      |
| 440      | 2.90                  | 73%                  | Draft documents for probate proceeding                                                                 | Task 323      |
| 441      | 2.88                  | 66%                  | Represent client in probate proceeding                                                                 | Task 328      |
| 442      | 2.57                  | 52%                  | Draft closing checklist                                                                                | Task 324      |
| 443      | 2.57                  | 53%                  | Prepare/review estate and inheritance tax filings                                                      | Task 327      |
| 444      | 2.51                  | 64%                  | Draft conservatorship/guardianship documents                                                           | Task 321      |
| 445      | 2.49                  | 56%                  | Draft special needs trust                                                                              | Task 317      |
| 446      | 2.40                  | 55%                  | Evaluate need for mental competency evaluation                                                         | Task 322      |
| 447      | 2.28                  | 45%                  | Draft claim against estate                                                                             | Task 325      |
| 448      | 2.17                  | 43%                  | Draft motion/brief for interim relief                                                                  | Task 326      |
| 449      | 2.15                  | 49%                  | Draft prenuptial agreement                                                                             | Task 320      |
| 450      | 2.09                  | 47%                  | Draft covenants and restrictions                                                                       | Task 319      |

\* 1-4 with 4 being extremely significant.

\*\* % reporting this is performed and/or expected of them