Employment Report and Salary Survey Data for the Class of 2019

Instructions for Compiling and Reporting

Deadline for Submitting Your Data to NALP: April 15, 2020
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Getting Started

This booklet contains important information and definitions needed to collect information from your graduates and to submit that information to NALP. Regardless of your method of submission please help ensure the integrity of the survey results by reading this entire booklet first and by referring to it as you compile your survey results.

- **The Class of 2019** is defined as persons graduating with a JD degree between September 1, 2018 and August 31, 2019. This includes joint degree students who may not complete the second (non-JD) degree at the same time. However, for ERSS purposes, you will be reporting on employment status as of March 16, 2020. (The normal reporting date of March 15 falls on a Sunday this year.) This point in time after graduation — 10 months for the typical May graduate — allows for bar passage and licensure. Because the time span over which graduates obtain post-graduate employment is great, you can and should start to collect that employment information well before graduation. However, this extended timeframe also means that plans and circumstances can and do change in the time leading up to March 16. A December (or six-month) survey is therefore highly recommended, to include at a minimum those graduates for whom you have no information, those who were not employed at the time of an earlier survey, and those known to be in a short-term or temporary situation, e.g., a fixed duration project. The December survey may also be used to confirm the status of graduates who reported that they were employed on an earlier survey. If the graduate is employed but actively seeking other employment, report the details of the job held as of March 16.

- **Before you begin entering the information from your graduate surveys or transferring it to the survey forms,** it is important for you to look at the surveys carefully, and to critically review responses that appear to be inconsistent, unusual, or in error. Use your professional judgment and knowledge of the local job market, the definitions in this booklet, and your own experiences with the graduate to help you. Adjustments based on your knowledge or follow-up with the graduate may be necessary. If your students/graduates input their own information, your review is even more important. You should also familiarize yourself with the ABA Guidance Document: Employment Protocols for the Class of 2019. NALP's Best Practices Guide for Managing Law School Employment Outcomes, prepared by and for career services professionals, is also a useful resource. It is posted at www.nalp.org/uploads/2015BestPracticesLSEmploymentOutcomes.pdf.

- **Provide one electronic record (or form if you are submitting paper surveys) for each JD graduate in your Class of 2019, including those for whom you do not have employment status information.** For those graduates for whom you do not have employment information, provide as much demographic information as possible. Providing a record for each graduate is vital to ensuring the most comprehensive information possible on the Class of 2019. Exception: You do not need to provide a form or record for a 2019 graduate who is deceased.

- **If you are using forms and need more, please contact NALP. Do not use photocopies or forms from prior years.** (Unused forms do not need to be returned to NALP.) Responses may be indicated with a ✓ or X. Using a pencil is recommended to facilitate making corrections. Before returning your completed survey forms to NALP, make sure you have a copy of the information as backup in case of loss or damage of the originals or in the event that NALP needs to contact you with questions about your data. Be sure to copy both sides. You may use the pre-printed numbers on the forms to cross-reference with graduate names. Alternatively, you may number the forms submitted to NALP in the upper right-hand corner with a number corresponding to the number you assigned to the original survey form.
Before you submit your data...

Please check your graduate employment information carefully for the following common scenarios before you submit your data:

1. The number of graduate records on the file or on paper differs from that noted in your data submission information. Please confirm the count of graduates and that there is a record for each Class of 2019 graduate. If you use Symplicity, be sure that you submit only the 10-month data.

2. The file format is not correct for your submission type. Symplicity users need to submit an .xml file. 12Twenty users should submit a Microsoft Excel file.

3. A graduate is reported as employed (that is a job type is reported, e.g. bar passage required/anticipated, other professional) but no employer type information is reported, or an employer type is reported but job type is reported as unknown. While it is recognized that in some cases you have no information about the employer, if you do have information, please report that information even if it is incomplete. For example, if a graduate reports that she is working for a firm in Atlanta, but does not report the size of the firm, do report that the job is in a firm in Atlanta. Likewise, be certain that the job type reported for an employed graduate is reported as unknown only if it is truly unknown.

4. The employer type reported conflicts with the job type reported. For example, the employer type is reported as “local government prosecutor,” but the job type is reported as “JD Advantage.” Or, the business job type is reported as “in-house lawyer” but the general job type is reported as “Non-legal professional.” Remember that the prosecutor, public defender, JAG Corps and business in-house categories are for those jobs specifically, and not for graduates who may be working in the office but in another capacity, e.g., as a law clerk or paralegal.

5. Government or judicial clerkship jobs are reported as being at “other” or “unknown” level of government, but in the U.S. or a U.S. territory; or the government job type is reported as “other.” Most government and clerkship jobs are with either federal, state, or local governments, including county/parish governments. Examples of truly “other” levels of government are tribal government, the UN, and all governments in other countries, including governments that are the equivalent of a federal government. Nearly all government positions that are not in the military, an agency honors program, with courts, with a legislature, or as prosecutors can be categorized as executive/administrative agency positions. This includes jobs as law clerks within an executive/administrative agency, and jobs in local government, including law enforcement.

6. Law firm office size exceeds total law firm size. NALP analyses use total law firm size, so it is vital that this information be correct.

(continued)
7. A graduate is reported as a solo practitioner, but the job is other than bar passage required/anticipated or attorney (for example, the job is reported as JD Advantage law clerk), or the source of the job is other than “started own practice” (for example, the source is reported as “job posting” or “referral”). Remember that the “solo” size category is only for graduates who have truly “hung out a shingle” and have done so as of March 16. It does not include graduates working for a solo practitioner (report the firm size as “1-10” for any such graduates), or graduates who have formed a business for the purpose of performing legal contract work for other attorneys (report such graduates as “business—other” with business job type “self-employed.”) By definition, the timing of the “job offer” for a solo practice is after bar results.

8. There are numerous attorney positions in law firms reported as “staff attorney.” Most entry-level attorney jobs, including those at smaller firms which may not have a partnership track as such, should be reported as “entry-level attorney or associate” jobs. The staff attorney category is reserved to describe certain jobs, usually in larger firms, where the firm hires both partnership track and non-partnership track attorneys. It can also include instances where the firm hires attorneys on a project or fixed-duration basis. The staff attorney term describes the non-partnership track position, regardless of the actual job title used at a particular firm.

9. The graduate is reported as employed at a law firm, but other descriptors of the job — that it was obtained through a legal temp agency, is of fixed duration, or that the graduate continues to seek a different job — suggest that the graduate is working for a legal temp agency rather than a firm. If the graduate is working for an agency, the employer category is “business — legal temporary agency,” regardless of where the agency has placed the graduate. If the graduate started as a legal temp, and was subsequently hired by the firm prior to March 16, then the firm employer should be reported. If that subsequent job is long-term/permanent or the graduate is no longer seeking a different job, be sure to update the information to reflect those circumstances.

10. A graduate’s job is reported as bar passage required/anticipated, but timing of the job offer received after graduation is reported as ‘not applicable; no bar exam taken.’ This choice is not logical for a bar passage required/anticipated job, where timing after graduation must be either before bar results (which can include before the bar exam was taken) or after bar results. The ‘not applicable’ option is for jobs not requiring sitting for a bar exam.

11. A description of the job or employer doesn’t appear to fit with the job or employer category reported. For example, the job is reported with a law firm, but is also described as “teacher.” Make certain that descriptions reported are not “left over” from previous job information that is not applicable as of March 16.

12. The salary reported appears unusually high or low for the circumstances. For example, the graduate is a prosecutor, but the salary exceeds $100,000, or a part-time job has a salary of $75,000. It is not necessary to report salaries for part-time jobs, or jobs lasting less than a year. If you do record such salaries, do not annualize them.

13. The salary is reported as an hourly or weekly figure. If the job is full-time and long-term, the salary should be annualized for NALP reporting.

14. Stipends apply primarily to law school funded positions and fellowships and can be reported for part-time and/or short-term jobs. Be certain that the stipend amount reported fits with the stipend period. For example, $13,000 per month is probably not correct.

Deadline for Submitting Your Data to NALP:

APRIL 15, 2020
The section on the following pages contains general definitions and instructions designed to be helpful and offer direction regardless of the method you use to submit your data. The phrase “check the appropriate box,” or variations thereof, is used for simplicity, but includes the electronic equivalent. Likewise, the term “item” refers to a question in general, whether it be on a form or in a data file as a field. Letter/number references conform to the “Graduate Survey Form — Class of 2019,” which is included starting on page 16 for your reference.
I. Demographic Information

Please complete as much of this information as possible, including for any graduates for whom employment status is not known. Many analyses depend on complete demographic information.

**Gender Identity & Sexual Orientation**
- Students and graduates should be encouraged to self-identify as to gender identity and sexual orientation.
- Gender Identity: Allows students and graduates to identify as male, female, or as neither male nor female, and additionally to identify as transgender.
- Sexual orientation: Allows students and graduates to identify as heterosexual, gay/lesbian/bisexual, or other.

**Race/Ethnicity**
You may check up to two boxes. Special comments:
- Although Hispanics may be of any race, please classify them as Hispanic.
- Graduates of European descent, e.g., Italian, Polish, German, Irish, Swiss, should be classified according to their race, which is most likely Caucasian. The same is true for graduates from Iran, Egypt, etc. Graduates of specific religious affiliations, e.g., Jewish, Muslim, should be classified using the appropriate racial category.
- The Black/African-American category includes not only African-Americans but also Blacks from any other part of the world, such as Africa or Jamaica.
- The Asian category includes individuals having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- The Native Hawaiian or other Pacific Islander category includes individuals having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Age**
Complete either age at graduation or birth date.
You may complete either age at graduation or birth date, whichever is easiest at your school or whichever your software allows. It is not necessary to report exclusively using one method. If you complete the birth date item, use the format required by your software. On paper surveys, use the “mmddyy” format, e.g., 091189 for September 11, 1989. If you have no information on age, both items can be left blank.

**Disability Status**
Indicate whether or not the graduate has a disability. An individual with a disability is anyone who has a physical or mental impairment that substantially limits major life activities such as walking, thinking, talking, breathing, or working. Individuals with a disability include those with conditions such as AIDS, epilepsy, and asthma, but not those with an alcohol or drug addiction. If the graduate does not have a disability, be sure to check “No.”

**Veteran Status**
Check either choice as appropriate.

**Transfer Student**
Indicate whether or not the graduate was a transfer student. This information should be available and reported for every graduate.

**Program Type**
Check only one.
Check the appropriate box to define the type of program attended by the graduate while earning his or her JD degree. If the graduate attended both types of programs, check the box for the program type at graduation. This information should be available and reported for every graduate.
II. Job Information

**POST-GRADUATE EMPLOYMENT STATUS AND TYPE OF JOB**

These questions are the most important of the entire survey, as they describe the basic employment status—that is whether a graduate is employed or not as of March 16, and for employed graduates the nature of the graduate's primary job.

**PLEASE DO NOT LEAVE EMPLOYMENT STATUS BLANK.** If you do not know the graduate's employment status, please be certain to select “unknown” for this item when entering your data. In the case of graduates whose employment status is unknown, the rest of the questions are not applicable. If you are using survey forms to submit your data, employment status and job type are combined into one item labeled “Basic Employment Status.”

**TO BE CONSIDERED AS EMPLOYED**, the graduate must be in a position where he or she receives a stipend or a salary and the graduate must be performing the duties of the position as of March 16, 2020. A job that starts on March 17 for example, does not meet the bright line March 16 date. A stipend is a form of compensation often used for an internship or apprenticeship. It is a payment or payments that represent a set amount for a fixed period of time or for a project's duration. For example, a stipend might be $2,000 for two months or $7,000 for the length of a project. Compensation that is paid at an hourly rate is not a stipend. For example, if a graduate is working at an hourly rate as a law clerk or in a part-time job that is not law-related, the graduate is receiving a salary and not a stipend. A nominal payment that bears no relationship to work performed, e.g., $125 per month, is neither a salary nor a stipend, and a graduate working under such circumstances is a volunteer.

- An offer of employment which a graduate may have accepted but for which the start date is after March 16, for whatever reason (e.g., a judicial clerkship scheduled to start in the fall of 2020 or an assistant D.A. who will start on March 18, or April 1) cannot be reported as the job held as of March 16. The only exception to this rule is the case of a graduate who has an accepted and confirmed JAG Corps job; that job should be reported to NALP (see page 12).

- **Interim work**—In cases where a graduate has accepted a job that will start after March 16, 2020, but has an interim job as of March 16, 2020, the interim job should be reported.

- A graduate who turned down a job offer (and did not accept another offer instead) is not considered as employed and should be reported as either seeking or not seeking a job, whichever is appropriate for that graduate.

**Employment thus is in contrast to a VOLUNTEER POSITION**, which pays neither a stipend nor a salary. Volunteer positions may include, in addition to individual volunteer opportunities, structured volunteer programs/positions that may require a commitment of six months or more, that may lead to paid employment or may even be required to obtain a paid position with that employer in the future. If the graduate is not employed, provide information about volunteer activity, if any, and also indicate if the graduate is seeking a job or not seeking a job.

- **Enrolled in a Full-time Degree or Certificate Program.** This category includes both degree-granting and continuing education certificate programs. The degree being pursued may be either law related (e.g., LL.M.) or not (e.g., Ph.D.). If this item is checked, leave subsequent questions related to a job blank. If the graduate has a part-time job that is concurrent with full-time graduate study, the status should be reported as Enrolled in a Full-time Degree or Certificate Program. If the graduate has a full-time job that is concurrent with part-time graduate study, the status should be reported as Employed. “Full-time” enrollment refers to whatever course- or credit-load defines full-time at an individual's school.

- **Employed—start date deferred.** The graduate has accepted a written offer of employment by the March 16 reporting date, but the start date of the employment is subsequent to March 16. In order to qualify for this category, the start date must be identified with certainty, and must be reported in item 7.

- **Seeking Work.** Graduates “seeking work” are not employed in any capacity outside the home and are seeking paid employment. A graduate who is performing volunteer work and is seeking paid employment is
included. Also included is a graduate who was offered a position, turned it down, and is seeking another position as of March 16, 2020. A graduate who is studying for the bar exam and is not employed as of March 16, 2020 is considered to be seeking paid employment. A graduate who is employed as of March 16, 2020 but seeking another job should be reported in an employed category.

- **Not Seeking Work.** Those “not seeking work” outside the home are not in the labor force. This category includes graduates who are not seeking because of health-related or family circumstances, or because of personal choice (e.g., graduate’s serious medical condition, dependent care responsibilities, or travel in lieu of employment). A graduate doing volunteer work and not seeking paid employment should be counted in this category. Also included is a graduate who was offered a position, turned it down, and is not seeking paid employment as of March 16, 2020.

- **Employment Status Unknown.** If you have no information on the graduate’s status mark this choice to signal that the graduate is truly an “unknown.”

**Type of Job**

- **Bar Admission Required/Anticipated.** This job type requires that the graduate pass the bar and be licensed to practice law in one or more jurisdictions. These jobs may be in a law firm, business, government, or non-profit setting. This category also includes positions which require the individual to pass the bar after being hired in order to retain the position. Absent information to the contrary, job titles presumed to fall into this category include: associate; attorney; lawyer; staff attorney; solo practitioner; in-house counsel; Judge Advocate General; prosecutor/district attorney; public defender. Also, note that, for purposes of reporting to NALP, judicial clerkships (as defined on page 12) are considered as Bar Admission Required/Anticipated jobs, regardless of the employer’s perspective. Finally, note that these titles refer to jobs, and not the office. Other kinds of jobs taken in, for example, a district attorney’s office can not be presumed to be Bar Admission Required/Anticipated. A fact-based inquiry would be required to make this determination.

- **JD Advantage.** Jobs in this category are those for which the employer sought an individual with a JD, and perhaps even required a JD, or for which the JD provided a demonstrable advantage in obtaining or performing the job, but itself does not require bar passage, an active law license, or involve practicing law. Examples of positions for which a JD is an advantage include a corporate contracts administrator, alternative dispute resolution specialist, patent agent, landman, tax associate, government regulatory analyst, FBI agent, and accountant. Also included might be jobs in personnel or human resources, jobs with investment banks, jobs with consulting firms, jobs doing compliance work for business and industry, jobs in law firm professional development, and jobs in law school career services offices, admissions offices, or other law school administrative offices. Doctors or nurses who plan to work in a litigation, insurance, or risk management setting, or as expert witnesses, could fall into this category, as could journalists and teachers (in a higher education setting) of law and law related topics. In some jurisdictions and for some employers, jobs such as law clerk or paralegal may be considered as JD Advantage. A fact-based inquiry would be required to make this determination. It is an indicator that a position does not fall into this category if a JD is uncommon among persons holding such a position.

- **Other Professional Position.** A position in this category is one that requires professional skills or training but for which a JD is neither required nor a demonstrable advantage. It may or may not require certification or a degree specific to that position. Examples of jobs in this category include a math or science teacher, business manager, or performing arts specialist. Other examples include professions such as doctors, nurses, engineers, or architects, if a JD was not demonstrably advantageous in obtaining the position or in performing the duties of the position. Distinguishing between professional and non-professional requires fact-specific determinations. Questions to consider include: Does the graduate work in a professional setting; does the job require specialized training; does the job require or provide ongoing professional development; is the job salaried as opposed to hourly; is there a professional career path for advancement; does the job include supervisory responsibility for other employees; does the job require professional judgment or expertise?

- **Other Non-Professional Position.** A “non-professional” position is one that does not require any special professional skills or training. Such a job may be one taken on an interim basis and not viewed as part of a career path.

- **Working—Type of Job Unknown.** This category may be used for a graduate known to be working, but for whom you do not have information as to the type of job, i.e., bar passage required/anticipated, other professional, etc. Nonetheless, you must have documentation that the graduate is employed.

- **Full-time vs. Part-time.** For purposes of this survey, a “full-time” position is defined as typically working a minimum of 35 hours per week, regardless of the terms of employment. That is, full-time positions may
be either long-term or short-term. “Part-time” refers to employment not meeting the above criteria. Note that the terms “full-time” or “part-time” are used to describe individual jobs, and not the total number of hours worked per week.

For each employed graduate, please complete information on timing of the job offer, job start date, job source, job duration, presence of law school funding for jobs of fixed duration, search status, employer type, job location, and salary. If a graduate is unemployed, or the graduate’s employment status is unknown, these items are not applicable.

Timing of Job Offer

The timing question has two parts, which should be answered for the job held as of March 16. First, indicate whether the job offer was received before graduation or after graduation. If the offer was received after graduation, answer a follow-on question concerning the timing of the offer relative to bar results: before bar results; after bar results; or timing relative to bar results is not applicable because bar exam/passage is not required for the job. Note that for a job that is bar passage required/anticipated, one of the first two options should be chosen. The third option is for jobs where taking the bar exam is not required, e.g., a JD Advantage job or other professional job.

Leave the items blank if timing is unknown.

Note that for the second timing question, you should report timing of job “offer” relative to bar results as “after bar results” for a graduate who has opened his/her own practice as of March 16.

Finally, the first timing question cannot be used to calculate the percentage of the class employed before graduation. First, this item pertains to employed graduates, rather than the whole class. Second, although a graduate may have had a job offer before graduation, or as of graduation be continuing in a job held prior to or during law school, by March 16 the specifics of employment at that time, including when the graduate obtained the job, may have changed.

Job Start Date

Please complete only for employed graduates.

Report the date on which the graduate started the job held on March 16, 2020. If a graduate has continued with a previous employer, but obtained a different job after obtaining his or her JD, report the date that the graduate started in that new position. In cases where the graduate obtained a law clerk position that would transition to an attorney position upon bar passage, report the start date for the law clerk job.

Source of Job

Please mark only one for employed graduates.

Please mark the one choice that best describes how the graduate learned of and made initial contact with the employer for the primary job reported. Even if the graduate continues to seek other employment, answer the question for the job reported. Leave the question blank if source is unknown.

**NOTE:**

- Many graduates obtain their post-graduate employment as the result of a job, internship, or externship held during the school year or during the summer. Summer associate positions, school-term clerk positions, and internships are examples. To the extent possible, report how the graduate obtained the temporary job opportunity that led to the permanent job. For example, the summer associate position might have been obtained through fall OCI; the internship opportunity might have been posted in the career services office.
- The job posting category includes postings at another school’s career services office.
- The choice of “Response to non-CSO job posting, either in print, or online” refers to where the job was posted, not to the application process. Many applications are completed online, but this does not describe how the graduate learned of or made contact with that employer.
- A job taken with the family business or firm, should be reported as obtained as a result of networking, or returning to/continuing with the job held prior to law school, as appropriate.

Search Status of Employed Graduates

Please mark only for employed graduates.

This question applies only to graduates who are employed and is designed to determine whether or not the graduate is seeking, for whatever reason, a different job than that held on March 16. Note that a graduate may be employed in a permanent job (see the definition of job duration below), such as one held during law school, and seeking a different job. This question is not applicable to unemployed graduates.

**NOTE:** For purposes of this data collection effort, graduates who have obtained a judicial clerkship or an agency honors program position should be reported as not seeking a different position even though the clerkship or honors program is of known duration.
Job Duration for Employed Graduates

Please mark only for employed graduates.

This question applies only to graduates who are employed and describes whether the job is short-term or long-term from the employer’s perspective. All jobs must be categorized as either long-term (1 year or more) or short-term (less than a year).

NOTE: Just because a short-term position may evolve into a long-term position does not make the position a long-term position. Conversely, a graduate may be employed in a long-term job with no fixed end point, such as one held during law school, and be seeking a different job.

NOTE: Even though the graduate may consider, or hope that, a job is short-term until the graduate finds something else, if from the employer’s perspective the job is long-term with no fixed end point, it should be reported as such.

NOTE: For purposes of ERSS reporting, articling positions in Canada are considered as long-term. Additionally, to be consistent with the ABA, where the employer regards a position as lasting for a calendar year or more, even if technically the position will terminate five or fewer days prior to the completion of a full 365 days, the position should be classified as long-term. These are the only exceptions to the general rule that long-term positions last at least a year.

Law School Funding

Indicate whether the job is funded in whole or in part by the law school. Note that law school funding includes both direct funding of positions, i.e., the law school writes the paychecks and is the employer, and indirect funding of positions, i.e., the law school provides grant(s) to other organizations for them to hire and pay the graduates. Most bridge-to-practice programs are law school-funded.

Law school funding also includes stipends to graduates in fixed duration positions who would otherwise be volunteers at the organization, as well as grants funded by the law school which are not part of a bridge-to-practice fellowship or on-campus jobs program. Law school funding can also apply to situations where the law school funds the first year of the salary for a long-term job.

Additional Job Detail

Please provide information on employer type, choosing from one of the five areas below. Each employer type has detail questions as noted.

IMPORTANT: For each employed graduate choose only ONE of these areas.

- Law Firm Private Practice (3 detail questions)
- Business (2 detail questions)
- Government (2 detail questions)
- Public Interest/Non-profit (1 detail question)
- Education (2 detail questions)

Law Firm Employment

If the graduate’s primary employment is in a law firm, complete Items B1, B2 and B3.

Law firms include those specializing in public interest law, and “new model” law firms which have no equity partners, and where all attorneys work as staff attorneys. Any job in a law firm, including associate/attorney, law clerk, law firm librarian, paralegal, and clerical position is to be reported as law firm employment. Report the type of job in Item B3.

Item B2 has two checkboxes as to the setting in which the graduate works and should be checked if applicable. A public interest law firm is defined as a private and for-profit firm, but is distinguished from other private firms in that a majority of its practice involves clients that are typically under-represented, or groups that advocate for community, rather than corporate, interests. Sliding fee cases and contingent fee cases are common. Typical areas of practice for public interest law firms include plaintiff’s employment discrimination, civil rights, environmental law, and union representation.

Note: Civil legal services organizations are not public interest law firms. Civil legal services, e.g., Legal Services of the Blue Ridge, should be reported as ‘public interest—civil legal services’. (See page 13 for more information on the public interest category.)

“Job is part of an incubator program” should be checked if the graduate is part of an incubator program or is employed by a law firm that is part of the law school.

Note that graduates working on a contract basis and hired directly by the firm should also be reported here, with the specific type of job again reported in Item B3. However, graduates employed at a law firm through an agency which places attorneys in temporary positions should be reported under Business and Industry.

Item B1 asks for total number of attorneys firmwide. For a multi-office firm, this count corresponds to the total of all attorneys employed by the entire firm worldwide. All levels of attorneys in the firm should be included in these counts without regard to seniority, status, or job tenure (that is, this total should reflect all of the senior and junior partners, of
counsel, staff attorneys, senior and junior associates, and the like, counted together).

Please note that the size category “solo practice” is to be used only for graduates who have established their own solo practice as of March 16. To be reported as a solo practitioner, there must be findings or indicia that the graduate is indeed setting up a solo law practice. Intent to do so in the future is not enough. Typically, at a minimum, the graduate must have passed the bar and taken some additional steps toward setting up a law practice, such as, depending on the jurisdiction, applying for a business license, obtaining practice insurance, and advertising the availability of legal services. The “timing of job offer” for a solo practitioner must be reported as after graduation and “after bar results.”

If a graduate is working for a solo practitioner in a law clerk, paralegal, or other non-attorney position, please report the firm size as “1-10.” If a graduate is obtaining independent contract work from a number of attorneys or firms and has formed a business for this purpose, report the graduate as self-employed under business and industry, not as a solo practitioner. A graduate who is unemployed and seeking but able to take on occasional contract work should be reported as unemployed-seeking.

Report the kind of job in the law firm in item B3. Most entry-level attorney jobs should be reported as entry-level attorney or associate jobs. The staff attorney category is reserved to describe certain jobs, usually in larger law firms, where the firm hires both partnership-track and non-partnership track attorneys. It can also include instances where the firm hires attorneys on a project or fixed-duration basis. The staff attorney position describes the non-partnership track position, regardless of the actual job title used at a particular firm. In addition, “new model” law firms typically hire staff attorneys.

An attorney job in a smaller firm, which may not have a partnership track as such, should be reported as an “entry-level attorney or associate” position under most circumstances.

If a graduate will be working in a law firm as of March 16 prior to a judicial clerkship, report the law firm job.

Items B1, B2 and B3 pertain to law firms only. These items are not applicable to other employer types. Do not complete Items B1, B2 and B3 if the graduate is employed in business, government, public interest, or education.

**Business Employment**

If the graduate’s primary employment is in business and industry, indicate both the employer type (B4) and the type of job (B5). If the job does not fit into any of the categories listed, please check “other” and use the space provided to describe the job.

Please select only one response for both B4 and B5 but do complete both items.

Note the definitions for real estate and retail trade or hospitality sectors. Real estate includes, for example, real estate agents and offices, companies managing or operating real estate, both residential and commercial, title abstract companies, and real estate/land developers. Retail or hospitality includes all such jobs in these sectors, whether as a store clerk or waitperson, in a management position, or in an in-house legal role. Retail establishments, including eating and drinking places, are in this category, as are establishments such as hotels, motels, casinos, resorts, cabins and campgrounds.

**NOTE:**

- In-house lawyers are defined as attorney positions within the law or legal department of a company and reporting to the office of general counsel or associate general counsel; the law department handles some portion of legal matters for the company. Typically, the number of graduates taking in-house jobs is quite small. Other jobs within the in-house department should be reported using the appropriate job type and not as in-house lawyers.

- Graduates working as “temporary attorneys” through a legal temporary employment agency should be classified in the “Business—Legal temporary agency” category and the job reported as “temporary attorney work.” A graduate employed by a temporary employment agency but not one specifically making legal placements should be reported as employed in “Business—Other.”

- A job with a labor union should be reported as a public interest job and not as a business job.

- The category of “Other” business or industry encompasses a range of profit and not-for-profit organizations such as non-legal professional services firms, e.g., architecture, construction; private hospitals (including those affiliated with private universities); public relations firms; and quasi public/private organizations like FINRA and Sallie Mae.

- In most cases, for graduates (other than solo practitioners) who are self-employed/have started a business/are part of the ‘gig’ economy, the appropriate employer type is one of the business employer types.

**Government Employment**

If the graduate’s primary employment is in government at any level complete Items B6 and B7.
Please select only one response for both B6 and B7 but do complete both items.

Item B6 requests information on the level of government or court at which the job was obtained. Please provide this information for all government positions and judicial clerkships.

- **Federal government** refers to the U.S. government only. Jobs with governments — at any level — outside the U.S. should be reported as “other” level of government.
- **Local governments** include county, municipal, and city governments, as well as special-purpose government entities such as local transit authorities and sanitation districts.
- **U.S. Territories and the District of Columbia**. Please report non-court jobs with government in territories such as Puerto Rico, the Virgin Islands, Guam, and with the District of Columbia as state level jobs unless they are federal government positions. Judicial clerkships (or other court positions) with federal courts in these jurisdictions should be reported as federal level jobs. Similar positions with lower courts (the equivalent of a state or local court in other jurisdictions) should be reported as state level jobs.
- **Tribal government, the United Nations, and all governments of other countries**, including the equivalent of a federal government, should be classified as an “other” level of government.

Item B7 requests information on the type of government position obtained.

- Because of the wide variations and unpredictable start dates of **JAGC positions**, you may report a confirmed and accepted JAGC position, even if the graduate is in an interim position as of March 16. This is the only exception to the general guideline of reporting the job in which the graduate is working as of March 16.
- **All other civilian and uniformed positions** in all branches of the military, including the Army Corps of Engineers, should be reported using the “other military position” choice.
- The **prosecutor** category includes jobs representing or litigating on behalf of government in either criminal or civil proceedings. These jobs may be within the U.S. Department of Justice, states’ attorney general offices, or local district or prosecuting attorney offices. It does not include other jobs in a prosecutor office, e.g., law clerk or non-attorney position, which should be reported using the appropriate choice for the department/agency as a whole. Note also that jobs in law enforcement, such as police officer or probation officer, are not prosecutor jobs; they should be reported as other agency position at either the state or local government levels.
- **Agency attorney honors programs**, which are run by several executive branch agencies, e.g., the Department of Justice and the Equal Employment Opportunity Commission, are competitive programs through which third-year law students and recent graduates are hired as honors attorneys for the agency. These positions are highly sought after and the hiring processes differ from other government attorney positions. Honors programs may also be found at the state level, e.g., attorneys general offices.
- A **judicial clerkship** is typically a 1- or 2-year position working for a judge (including administrative law judges) on tasks such as research and drafting. Judicial clerks may include graduates who perform duties similar to those of a judicial clerk assigned to a specific judge, but who perform those duties for a pool of judges or for the court as a whole rather than for a specific judge. Jobs as temporary assistant clerks (TACs), whose duties are primarily administrative, should be classified as “judicial-other” jobs and not as judicial clerks.
- If the graduate has obtained a clerkship that will start after March 16, please report what the graduate is doing as of March 16. If a graduate will be working in a law firm prior to a judicial clerkship and as of March 16, report the law firm job. If the graduate has obtained a clerkship that will start after March 16, e.g., in September of 2020 or 2021, and is not working as of March 16, report the graduate as not working, and either seeking work or not seeking work, as appropriate.
- **Legislative positions** may be at any level of government, including local governing entities such as a county board, city council, or board of supervisors and can include both elected and staff positions. Likewise, non-clerkship positions at courts, such as staff attorney, may be at any court level.
- Most jobs, including law clerks and police officers, not falling into one of the government categories described above would fall into the “other agency position (including law enforcement)” category. Such jobs are found at all levels of government, including local government. Examples include the FTC, SEC, and USDA at the federal level, departments of labor and natural resources at the state level, and housing authorities and law enforcement at the local level.
- Positions in public education (at any level) should be reported as education positions in Items B9 and B10 and not as government positions. Positions with political campaigns or parties are not government positions;
they should be reported as “trade association or political campaign” in Item B4. Jobs with bar associations should also be reported this way.

Some governments “contract out” functions traditionally performed by government. For example, child support enforcement functions may be performed by a private company, with the individual performing that function being paid by (and therefore classified as an employee of) the private company. Conversely, if a private company is under contract with a government agency to manage or operate portions of a facility but the government agency maintains fiscal responsibility and pays the employees, the job should be classified as a government job.

As a general rule of thumb, the entity actually doing the hiring and writing the paycheck should be considered the employer.

Public Interest/Non-Profit Employment

If the graduate’s primary job is in a public interest organization, complete Item B8.

If the graduate’s primary job is in a public interest organization or some other type of non-profit setting, complete Item B8 and use the space provided to describe jobs other than those in the specific categories provided.

- Civil legal services includes positions at organizations receiving funding from the Legal Services Corporation, as well as positions with other organizations providing indigent or reduced-fee legal services, such as prisoners’ legal aid and campus legal services.

- A legal services organization has a defined governance structure as specified by the ABA Standards for the Provision of Civil Legal Aid, to include having a governing body or board of directors. Therefore, an individual can’t start his/her own legal services organization; that individual may start a for-profit but public interest law firm, as defined on page 10.

- All public defender and appellate defender jobs are considered public interest jobs, regardless of whether the office is a government agency or a private organization. The ABA guidelines were changed for the Class of 2019 in regards to the classification of public defenders and now align with NALP’s categorization.

- Other jobs within a public defender office, e.g., law clerk or administrative, should be reported as “other public interest.”

- An individual can’t start his/her own public defender office. An individual may start a solo practice and accept public defender work from the local government on a contract or retainer basis.

- Public interest/non-profit employers include private non-profit advocacy, religious, social service, fundraising, community resource, or cause-oriented organizations, such as the Children’s Defense Fund, United Way, churches, Boy Scouts, and Red Cross chapters. Public interest employers also include labor unions and non-profit policy analysis and research organizations, such as Brookings and the Heritage Foundation.

Jobs with trade associations and political campaigns should be reported under “trade association or political campaign” in Item B4. Law firms specializing in public interest law should be reported by checking Item B2 (firm is a public interest law firm).

Jobs with public interest organizations may include those that are funded by outside grants, but for which the hiring and personnel responsibilities lie with the public interest organization, and jobs for which the public interest organization is responsible for interviewing and hiring, but for which the law school funds the stipend or hourly pay.

Education Employment

If the graduate’s primary employment is in an educational institution, complete Items B9 and B10.

Please select only one response for both B9 and B10 but do complete both items.

- Any job with an educational institution of any sort is an education job. Education positions may be at any level—elementary, secondary, or higher education—and within either private or public education, e.g., private colleges, state universities, and local public education, including local school boards. Positions include faculty or teachers, administrative positions and research assistants, fellowships and other temporary/fixed-duration positions. Administrative positions include librarians, positions in the office of general counsel, development officers, counselors, career services positions, and human resources. The category of “other” job type can include, for example, positions in the athletics department, IT, and campus security. Do not include positions at university hospitals and similar university-related entities. Report such positions according to the university’s type as either private sector or government jobs. Note that these are the only exceptions to the scope of education employment.

- Education employment does not include graduates who are continuing their education full-time and are not otherwise working. Such graduates should be reported as enrolled in a degree or certificate program in the basic employment status item.
• Education employment includes school-funded programs to provide recent graduates with fixed-duration/temporary job opportunities as employees of the law school. Not all jobs at law schools are law school-funded as defined by NALP for purposes of this survey. For example, a job taken in the general counsel’s office or in the Career Services Office that is a long-term job of no fixed duration is not considered as law school-funded even though technically the job is funded by the law school. For purposes of this survey, the law school-funded designation of education jobs applies just to those jobs on a law school campus that are of fixed duration.

• Jobs funded by grants made by law schools to outside organizations to support fellowships or other fixed duration jobs may be reported as jobs with that organization provided that the organization is fully responsible for interviewing and hiring graduates for the positions and paying them as employees of the organization. A job funded by a bridge-to-practice program should be reported as a job at the organization where the graduate is working, provided that the organization was responsible for interviewing and hiring for that job.

Geographic Location

If you do not know the location of the graduate’s employment or if the graduate is not working, please leave this item blank.

This booklet includes a list of the current NALP City and State Codes starting on page 18. Please refer to this list to find the correct code for the city location of the graduate’s primary job. If you use Symplicity or 12Twenty, these city codes are built into the program. Please include the complete name exactly as shown on the list starting on page 18 of this booklet, not shorthand or an abbreviation. If you are submitting forms, clearly write the code in the 5-digit space provided (4-digit codes should start in the second column). If you know a graduate is employed in a certain state but do not know the specific city, please use the “other/unknown” code for the state, such as Alabama—60199, Alaska—90299, and so on. Also use the “other/unknown” code if you know the city location of the graduate’s employment but this city is not on the list of city and state codes.

IMPORTANT NOTES:

• Please do NOT record a zip code in this space. The 5-digit location codes are NOT zip codes.

• If the graduate is working remotely or in varying locations (e.g., for a virtual law firm), report the location of the employer for which the graduate is working.

Salaries and Stipends

Is the graduate receiving a salary or a stipend?

• When an individual is paid a salary or wage, the individual is considered to be an employee of the organization and is entitled to benefits and protections granted to workers by law. This includes compensation for working overtime, eligibility for unemployment compensation, and adherence to minimum wage standards. A wage or salary may be paid for either full-time or part-time work. For example, a graduate working at an hourly rate as a law clerk or in a part-time job that is not law-related is paid a wage.

• A stipend is an alternative form of compensation that is not a salary. It is a fixed amount that is paid on a periodic basis or in a single lump sum, usually at the completion of a specific project. No matter how many hours an individual spends on the activity, the stipend amount does not change. For example, a stipend might be $2,000 for two months or $7,000 for the length of the project.

Reporting Salaries

• Report the base starting pre-tax salary. It is not necessary to report salaries for part-time jobs or for jobs that will last for less than a year. You should, however, report a stipend for law-school funded jobs that are part-time or short-term.

• Do not include potential year-end bonus dollars, a “guaranteed bonus,” or other contingent income in this figure.

• Do not include a signing bonus, a bar stipend, a clerkship bonus, or other additional monies in the salary figure.

• Report all digits of the salary, e.g., 75000, not 75 or 75K. For a stipend, report the amount and indicate whether it is per week, per month, or per project.

• For graduates taking jobs in the military, report the salary for their starting rank. Military housing allowances may be included in the starting salary reported.

• For clerkship jobs, record the clerkship salary, not the salary the graduate expects to earn at another job following the clerkship.
• Salaries for full-time and long-term jobs that were reported on an hourly or weekly basis should be annualized if possible, as only annual salaries are included in NALP’s salary analyses. If annualizing does not seem to provide a reasonable estimate of annual earnings, query whether in fact the job is full-time, e.g., 2,000 hours/year.

• Do not annualize salaries for part-time or short-term jobs.

• For graduates taking jobs in law firms which have more than one salary scale, depending on hours billed, report the lower salary.

• Report the salary as of March 16. In most cases that is the starting salary. However, if you can document that the salary has changed, for example after bar passage, report the most current salary.
GRADUATE SURVEY FORM — CLASS OF 2019
NALP EMPLOYMENT REPORT AND SALARY SURVEY

Please refer to the “Frequently Asked Questions” sheet as you are completing this survey.

Name ____________________________________________ Phone _______________________

Permanent Address ____________________________________________ E-mail ______________________

I. DEMOGRAPHIC INFORMATION

A1. PROGRAM TYPE AT TIME OF GRADUATION
☐ Full-time/3-Year ☐ Part-time/Evening

A2. TRANSFER STUDENT?
☐ Yes ☐ No

B. AGE (Complete either B1 or B2)
B1. Age at Graduation ____________________
B2. Birth Date ______________________________

C. GENDER IDENTITY
C1. ☐ Male ☐ Female ☐ I do not identify as Male or Female
C2. ☐ I identify as transgender

D. SEXUAL ORIENTATION
☐ Heterosexual ☐ Gay/Lesbian/Bisexual ☐ Other

E. RACE/ETHNICITY (You may check up to two)
☐ Hispanic/Latino ☐ Black/African American
☐ Asian ☐ Native Hawaiian or other Pacific Islander
☐ Native American/Alaska Native ☐ White/Caucasian

F. DISABILITY
☐ No ☐ Yes (describe) __________________________________________________________

G. VETERAN STATUS (check if applicable)
☐ U.S. military veteran ☐ Military service from a country other than U.S.

II. POST GRADUATE EMPLOYMENT STATUS

A1. Select only one of the following to describe your post-graduate status:
☐ Employed in a position for which you receive a salary or a stipend or are being paid on a contract or retainer basis (also complete the items in sections A3 and B)
☐ Enrolled in a full-time degree or certificate program
☐ Employed – start date deferred (also complete items A2 and 7; the rest of the form is not applicable)
☐ Not employed and seeking work/paid position (also complete item A2; the rest of the form is not applicable)
☐ Not employed and not seeking work/paid position (also complete item A2; the rest of the form is not applicable)

A2. If you are not employed, are you volunteering?
☐ Yes, in a law-related capacity ☐ Yes, not in a law-related capacity ☐ No

A3. Job Information
1. Type of Job (choose one only)
☐ Bar admission required/anticipated (includes judicial clerks)
☐ JD Advantage
☐ Other professional position (describe) ____________________________________________
☐ Non-professional position (describe) ____________________________________________

2. Job is: (check only one)
☐ Full-time ☐ Part-time

3. Job pays:
☐ A salary of $ _____________ per year
☐ A stipend of $ _____________ (choose one)
☐ per week ☐ per month ☐ per project

4. Indicate whether the employer hired you on a short-term or long-term basis. Note that a long-term job from the employer’s perspective may be one that you consider short-term, while, for example, you continue to seek a different job. Please indicate the type of job from the employer’s perspective.
☐ Job is long-term (1 year or more – includes articling positions in Canada)
☐ Job is short-term (duration is less than a year)

Also indicate if the job is funded by your law school.
☐ Job is funded in whole or in part by my law school. (Check if applicable. Excludes jobs that are “permanent” in nature such as long-term jobs in career services, admissions, development, or general counsel offices.)

5. Indicate whether you are seeking a job other than the one described here
☐ I continue to seek a job other than that described here
☐ I am not seeking a job other than that described here

6a. Timing of job offer (mark one)
☐ Before graduation
☐ After graduation (if after graduation, also complete 6b below)

6b. Post-graduation offer was received
☐ Before bar results
☐ After bar results
☐ Timing relative to bar results is not applicable; bar exam/passage not required for the job

7. Date on which you started or will start your job
Mo ____________ Day ____________ Yr ____________

8. Source of Job: Mark the one choice that best describes how you learned of and made initial contact with the employer. If you received an offer from your summer employer, or the employer for whom you worked during law school, indicate how you initially made contact with that employer.
☐ Interviewed during fall OCI program organized by the career services office
☐ Interviewed during spring OCI program organized by the career services office
☐ Returned to or continued with pre-law school employer
☐ Responded to career services’ job posting
☐ Responded to non-CSO job posting, either in print or online (e.g., classified ad, Indeed.com)
☐ Used school’s judicial clerkship process or OSCAR
☐ Self-initiated contact, e.g., a targeted mailing, an informational interview, or the result of networking
☐ Used a temporary placement agency or legal search consultant
☐ Started own practice or business
☐ Other (describe) ____________________________
B. EMPLOYER INFORMATION

NAME AND ADDRESS OF EMPLOYER

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Street</td>
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<td>City</td>
<td>State</td>
<td>Zip</td>
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COMPLETE B1, B2, AND B3 ONLY IF YOUR PRIMARY JOB IS IN LAW FIRM PRIVATE PRACTICE. IF NOT, SKIP TO B4/B5, B6/B7, B8 OR B9/B10 AS APPROPRIATE. IF YOU ARE EMPLOYED BY A LEGAL TEMPORARY AGENCY, SKIP TO B4 AND B5 (BUSINESS OR INDUSTRY) REGARDLESS OF THE EMPLOYER AT WHICH THE AGENCY HAS PLACED YOU.

B1. TOTAL SIZE OF LAW FIRM (Mark only one for size of entire firm by total number of attorneys)

| ( ) Solo (you have started your own law firm as a solo practitioner) |
| ( ) 1-10 attorneys |
| ( ) 11-25 attorneys |
| ( ) 26-50 attorneys |
| ( ) 51-100 attorneys |
| ( ) 101-250 attorneys |
| ( ) 251-500 attorneys |
| ( ) 501+ attorneys |

B2.1 Firm is a public interest law firm (check if applicable)

B2.2 Job is part of an incubator program or is at a law firm established by the law school (check if applicable)

B3. TYPE OF LAW FIRM JOB (mark one only)

| ( ) Entry-level attorney or associate (includes solo practitioners) |
| ( ) Paralegal |
| ( ) Staff attorney (non-partnership track) |
| ( ) Manager/Administrator (includes recruiting, professional development and marketing) |
| ( ) Patent agent |
| ( ) Other non-attorney position |

IF JOB IS IN BUSINESS OR INDUSTRY, COMPLETE BOTH B4 AND B5.

B4. TYPE OF EMPLOYER

| ( ) Legal temporary agency |
| ( ) Accounting firm |
| ( ) Investment banking or financial institution |
| ( ) Entertainment/sports management company |
| ( ) Healthcare |
| ( ) Insurance company |
| ( ) Real estate |
| ( ) Retail trade or hospitality sector |
| ( ) Management consulting firm |
| ( ) Publishing house |
| ( ) Legal process outsourcer (LPO) |
| ( ) Legal/law-related technology company |
| ( ) Other technology/e-commerce company |
| ( ) Trade association or political campaign |
| ( ) Other business or industry (describe) |

IF JOB IS IN GOVERNMENT, COMPLETE BOTH B6 AND B7.

B6. LEVEL OF GOVERNMENT

| ( ) Federal |
| ( ) State |
| ( ) Local (city/municipal/county) |
| ( ) Other (describe) |

B7. TYPE OF JOB

| ( ) Judicial Clerkship |
| ( ) Military JAG Corps (any service) |
| ( ) Other military position (uniformed or civilian) |
| ( ) Prosecutor |
| ( ) Agency Honors program |
| ( ) Other agency position (including law enforcement) |
| ( ) Legislative (e.g., legislative assistant) |
| ( ) Other (describe) |

B8. IF JOB IS IN A PUBLIC INTEREST ORGANIZATION OR OTHER NONPROFIT (Mark one item that best describes the primary type of work or job you will be handling)

| ( ) Community education and organization |
| ( ) Civil legal services |
| ( ) Policy/advocacy |
| ( ) Public defender or appellate defender |
| ( ) Other (describe) |

IF JOB IS IN EDUCATION COMPLETE BOTH B9 AND B10

B9. Type of Employer

| ( ) Law School |
| ( ) College or university |
| ( ) Elementary or secondary school |
| ( ) Other (describe) |

B10. Type of Job

| ( ) Faculty/teacher |
| ( ) Administrator |
| ( ) Research assistant/fellow or other temporary position |
| ( ) Other (describe, e.g., Title 9 compliance) |

OTHER REMARKS

_____________________________________________________
_____________________________________________________
_____________________________________________________

Date Completed: __________________ Form completed by: ___________________ Signature: _______________________

MM/DD/YYYY Printed name
### ALABAMA
- Anniston .......................... 60105
- Bessemer .......................... 60115
- Birmingham ........................ 60220
- Florence .......................... 60123
- Decatur .......................... 60125
- Gadsden .......................... 60127
- Dothan ............................ 60130
- Huntsville ........................ 60135
- Mobile ............................ 60140
- Montgomery ........................ 60145
- Tuscaloosa ........................ 60165
- Other/Unknown AL .................. 60199

### CALIFORNIA
- Alameda ............................. 90501
- Anaheim ............................ 90503
- Bakersfield ........................ 90504
- Berkeley ............................ 90507
- Beverly Hills ........................ 90508
- Burbank ............................. 90510
- Burlingame .......................... 90511
- Cerritos .............................. 90514
- Compton .............................. 90516
- Concord .............................. 90517
- Costa Mesa ........................... 90518
- Davis ................................. 90519
- Downey ............................... 90520
- Escondido ............................. 90523
- Fairfield .............................. 90530
- Fremont .............................. 90532
- Fresno ............................... 90533
- Fullerton ............................. 90534
- Glendale ............................. 90536
- Hayward .............................. 90538
- Inglewood ............................. 90540
- Stanford .............................. 90541
- Irvine ................................. 90545
- Lakewood ............................. 90546
- La Mesa ............................... 90547
- Long Beach ............................ 90548
- Los Angeles ........................... 90549
- Menlo Park ............................ 90551
- Modesto ............................... 90550
- Monterey ............................. 90552
- Mountain View ........................ 90554
- Napa ................................. 90555
- Newport Beach ........................ 90556
- Oakland ............................... 90561
- Oceanside ............................. 90562
- Ontario ............................... 90563
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- Palo Alto .............................. 90566
- Pasadena .............................. 90567
- Pico Rivera ............................ 90568
- Pomona ............................... 90569
- Rancho Cucamonga ........................ 90570
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- San Mateo .............................. 90582
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- Santa Rosa ............................. 90587
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- Sunnyvale .............................. 90591
- Thousand Oaks .......................... 90592
- Torrance ............................... 90593
- Vallejo ................................. 90594
- Ventura ............................... 90595
- Walnut Creek ........................... 90596
- West Covina ............................. 90597
- Other/Unknown CA ...................... 90599

### COLORADO
- Aurora ................................. 80610
- Boulder ............................... 80615
- Colorado Springs ........................ 80620
- Denver ................................. 80625
- Englewood ............................. 80630
- Fort Collins ............................. 80635
- Grand Junction ........................ 80640
- Greeley ................................. 80645
- Lakewood ............................... 80650
- Littleton ............................... 80655
- Longmont ............................... 80665
- Pueblo ................................. 80680
- Other/Unknown CO ....................... 80699

### CONNECTICUT
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- Bristol ............................... 10706
- Danbury ............................... 10708
- East Hartford ........................... 10709
- East Haven ............................. 10710
- Enfield ................................. 10711
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Lincoln .................. 42810
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Omaha .................. 42815
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NEVADA
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NEW HAMPSHIRE
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Dover .................. 13006
Keene .................. 13007
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Clifton .................. 23118
East Brunswick .......... 23120
Edison .................. 23124
Elizabeth .................. 23126
Fair Lawn .................. 23130
Fort Lee .................. 23132
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Jersey City ............. 23144
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Livingston ............. 23150
Long Branch ............. 23152
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Montclair .................. 23156
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Rahway ............. 23184
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Teaneck .................. 23188
Trenton .................. 23189
Union .................. 23190
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Westfield ............. 23194
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NEW MEXICO
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Albuquerque ............. 83205
Farmington ............. 83220
Las Cruces ............. 83230
Roswell ............. 83235
Santa Fe ............. 83240
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NEW YORK
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Auburn .................. 23304
Baldwin .................. 23306
Binghamton ............. 23308
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Brooklyn ............. 23311
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Central Islip ............. 23314
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Elmira ............. 23320
Flushing ............. 23323
Franklin Square ............. 23324
Freeport ............. 23326
Garden City ............. 23327
Hempstead ............. 23328
Hicksville ............. 23330
Huntington ............. 23331
Huntington Station ............. 23332
Ithaca ............. 23334
Jamaica ............. 23335
Jamestown .......... 23336
Jericho ............. 23337
Levittown .......... 23338
Massapequa ............. 23344
Merrick ............. 23346
Mineola ............. 23347
Mount Vernon .......... 23348
New Rochelle ............. 23352
New York ............. 23354
Plainview ............. 23362
Poughkeepsie ............. 23364
Riverhead ............. 23365
Rochester ............. 23366
Rockville Centre .......... 23368
Rome ............. 23370
Schenectady ............. 23374
Syracuse ............. 23376
Troy ............. 23378
Uniondale ............. 23379
Utica ............. 23380
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Watertown ............. 23384
White Plains ............. 23386
Woodbury ............. 23387
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Burlington ............. 53410
Camp Le Jeune Central .......... 53415
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Durham ............. 53430
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High Point ............. 53465
Kannapolis ............. 53470
Kinston ............. 53475
Raleigh ............. 53480
Rocky Mount ............. 53485
Wilmington ............. 53490
Wilson ............. 53495
Winston-Salem ............. 53497
Other/Unknown NC ...... 53499

NORTH DAKOTA
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Fargo ............. 43510
Grand Forks ............. 43515
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OHIO
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Akron ............. 33602
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Canton ............. 33614
Cincinnati ............. 33616
Cleveland ............. 33618
Columbus ............. 33622
Cuyahoga Falls ............. 33624
Dayton ............. 33626
Elyria ............. 33630
Fairfield ............. 33636
Findlay ............. 33638
Hamilton ............. 33642
Kent ............. 33644
Lancaster ............. 33650
Lebanon ............. 33652
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Mansfield ............. 33658
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Villanova .............. 23943  
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