

## Getting Started: What you need to know....

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 2016 is defined as persons graduating with a JD degree between September 1, 2015 and August 31, 2016. 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 15, 2017. 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 time frame also means that plans and circumstances can and do change in the time leading up to March 15. A December (or 6-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 15.
- 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* with a critical eye and to *question 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 followup 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 *Protocol for Reviewing Law Graduate Employment Data and Statement of Procedures for Collecting, Maintaining and Reporting Law Graduate Employment Data*.
- Provide **one** computer record (or form if you are submitting paper surveys) for **each** JD graduate in your Class of 2016, **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 2016.** Exception: You do not need to provide a form or record for a 2016 graduate who is deceased.
- Please keep a copy of the file that you submit with records in the same order as in the file you submit. This will help if NALP needs to contact you with questions concerning your data. **Remember that the file you submit to NALP includes neither names nor ID/Social Security numbers.**
- 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, however, 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.
- Also included in this package of ERSS materials are some guidelines and materials for surveying your graduates. Please read them carefully. Please **do** include the “NALP Graduate Employment Survey for the Class of 2016 Frequently Asked Questions” (or your own version thereof) when you survey/request information from your graduates. If you will be submitting your data to NALP using survey forms, please **do not** mail the numbered survey forms to your graduates. Instead, either use the enclosed “Graduate Survey Form,” or use your own survey. Transfer information collected from your graduates onto the numbered survey forms for submission to NALP.



PLEASE MAKE CERTAIN THAT YOUR DATA ARRIVES IN THE NALP  
OFFICE NO LATER THAN **APRIL 13, 2017**

THANK YOU !!

# ERSS DEFINITIONS AND TERMINOLOGY STEP BY STEP . . .

This section 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 2016.”

## I. DEMOGRAPHIC INFORMATION

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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 & Sexual Orientation

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Students and graduates should be encouraged to self-identify as to gender identity and sexual orientation.

Gender: 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

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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, 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 includes individuals having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

### Age

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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

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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 who are alcoholics or drug abusers. **If the graduate does not have a disability, be sure to check “No.”**

### Veteran Status

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Check either choice as appropriate.

## 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 each of your graduates.

## 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 15, and for employed graduates the nature of the graduate’s primary job. **PLEASE DO NOT LEAVE THE BASIC STATUS BLANK.** If you do not know the graduate’s status, please be certain to select “unknown” for this item when entering your data. In the case of graduates whose status is unknown, the rest of the questions are not applicable. If you are using survey forms to submit your data, basic 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 15, 2017. 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 15, for whatever reason (e.g., a judicial clerkship scheduled to start in the fall of 2017 or an assistant D.A. who will start on April 1) cannot be reported as the job held as of March 15. 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 8.)
- **Interim work** — In cases where a graduate has accepted a job that will start after March 15, 2017, but has an interim job as of March 15, 2017, 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 6 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 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 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.
- **Not employed — start date deferred.** The graduate has accepted a written offer of employment by the March 15 reporting date, but the start date of the employment is subsequent to March 15. 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 employment. A graduate who is performing volunteer work and is seeking employment is included. Also included is a graduate who was offered a position, turned it down, and is seeking another position as of March 15, 2017. A graduate who is studying for the bar exam and is not employed as of March 15, 2017 is considered to be seeking employment unless classification of the graduate as “not seeking” can genuinely be



supported by the graduate’s particular circumstances. A graduate who is employed as of March 15, 2017 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 employment should be counted in this category. Also included is a graduate who was offered a position, turned it down, and is not seeking further employment as of March 15, 2017.
- **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

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- **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.  
**Finally, note** that, for purposes of reporting to NALP and the ABA, judicial clerkships (as defined on page 9) are considered as Bar Admission Required jobs.
- **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, or 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, other professional, etc.
- **Full-time vs. Part-time.** For purposes of this survey, a “full-time” position is defined as occupying five work days and/or at least 35 hours of work 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. Up to two jobs can be reported to NALP with each described as either full-time or part-time.

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

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### Select one for employed graduates.

Even if the graduate continues to seek other employment or has a different job than at graduation, answer the question for the job held as of March 15, selecting **one** response. Leave the item blank if timing is unknown. Note that this item 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 15 the specifics of employment at that time, including when the graduate obtained the job, may have changed.

Note that you should report timing of job “offer” as “after bar results” for a graduate who has opened his/her own practice as of March 15.

## Job Start Date

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### Please complete only for employed graduates.

Report the date on which the graduate started the job held on March 15, 2017. 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

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### 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 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 job posting, described either in print, e.g., a classified ad, or online at a commercial or non-profit job site such as Monster, PSJD, USAJobs, etc.” 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

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### 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 15. 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 and Law School Funding for Employed Graduates

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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 that 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. And even though the graduate may consider this job as short-term until finding something else, from the employer's perspective the job is long-term with no fixed end point, and should be reported as such.

### **Law School Funding:**

Only for jobs of fixed duration, whether short-term or long-term, 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. Special funding is not applicable to all fixed duration jobs, for example, a typical judicial clerkship, or a document review project staffed by temporary attorneys.

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.

## ADDITIONAL JOB DETAIL

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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**

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

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 that categorizing public interest law firms in this way may be at odds with current ABA definitions. "**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 national firm, this count corresponds to the total of all attorneys employed by the entire firm nationwide. 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).



NOTE

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 15. 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 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 on an ad hoc basis, report the graduate as self-employed under business and industry, not as a solo practitioner. Note this guidance for graduates obtaining independent contract work may be at odds with current ABA definitions.

Report the kind of job in the law firm in item A3. Most entry-level attorney jobs should be reported as 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 associate/entry-level attorney position under most circumstances.

Additional or modified choices for law firm jobs are available for the Class of 2016: patent agent, manager/administrator, and other non-attorney position.

If a graduate will be working in a law firm as of March 15 prior to a judicial clerkship, report the law firm job.



NOTE

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 with a business, government, public interest, or academic organization.

## Business Employment

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### If the graduate’s primary employment is in business, complete B4 and B5.

If the graduate’s primary employment is in business, indicate **both** the employer type **and** the type of job. If the job does not fit into any of the categories listed, please check “other” and use the space provided to describe the job. Employer types have been expanded to include healthcare.

**NOTE:** Compliance as a job type was introduced with the Class of 2014. The definition is provided here again for your reference. Compliance positions include those in companies in heavily-regulated industries, such as health care, banking/financial services, or insurance. These positions are tasked with ensuring that the company abides by federal, state and local laws and regulations applicable to the industry in all jurisdictions throughout the world where the companies do business and also with internal company policies or industry guidelines. Examples may include: working in the health care industry ensuring compliance with HIPAA privacy laws; working in banking ensuring compliance with anti-money laundering laws; or working in financial services ensuring compliance with the Dodd-Frank Wall Street Reform and Consumer Protection Act and the Sarbanes-Oxley Act, among others.

**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.

**NOTE:** 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.”

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

**NOTE:** The category of “Other” business or industry encompasses a range of profit and not-for-profit organizations such as retail establishments, private hospitals (including those affiliated with private universities), and public relations firms.

## Government Employment

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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 at which the job was obtained. Please provide this information for all government positions and judicial clerkships. Note that although they are included as a job type under government, judicial clerkships will be reported out separately, not as part of government.

- **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.
- **US Territories and the District of Columbia.** Please report non-court jobs with government in trust territories such as Puerto Rico and the Virgin Islands and with the District of Columbia as state level jobs. 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 governments of other countries** 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 15. **This is the only exception to the general guideline of reporting the job in which the graduate is working as of March 15.**
- 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 US 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 administrative/executive agency 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 15, please report what the graduate is doing as of March 15. If a graduate will be working in a law firm prior to a judicial clerkship and as of March 15, report the law firm job. If the graduate has obtained a clerkship that will start after March 15, e.g., in September of 2017 or 2018, and is not working as of March 15, 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. 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

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**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 specifically funded by 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.
- 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. Categorizing public defenders as public interest positions differs from the ABA guidelines, which were changed for the Class of 2013 to generally categorize public defenders as government jobs except in cases where a non-profit provides these services. Note that in Symplicity a public or appellate defender job can be entered **either** by selecting “government” as the job type and choosing public defender/appellate defender from the government drop-down, **or** by selecting “public interest” as the job type and then choosing public defender/appellate defender from the public interest drop-down, so as to comply with ABA definitions. It is **not necessary** to change the graduate survey to report to NALP, as regardless of how the job information is entered, NALP will compile and report it as a public interest job. Other jobs within a public defender office, e.g., law clerk or administrative, should be reported as “other public interest.”
- Public interest/non-profit employers include private non-profit **advocacy**, religious, social service, fund-raising, **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). This categorization of public interest law firms may be at odds with current ABA definitions.
- 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

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

- 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. Positions include faculty or teacher, administrative positions and research assistants, fellowships and other temporary/fixed-duration positions. Administrative positions include librarian, positions in the office of general counsel, development officers, counselors, career services positions, and human resources. A category of “other” job type has been added for the Class of 2016. This 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.
- **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. However, the source of the funding should be identified in item 4. 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

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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 12. Please refer to this list to find the correct code for the **city** location of the graduate's primary job. If you use Symplicity, 12Twenty, or the ERSS software, these city codes are built into the program. In Symplicity, type in the city and state in the fields provided. Please include the complete name exactly as shown on the list starting on page 12 of this booklet, not shorthand or an abbreviation. In the ERSS software, select a city from the drop-down list. 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.
- In Symplicity, if no match is found for the city name, the code assigned will be that for “other unknown” locations based on the state entered. Be sure to enter the full name of the city. For example, entering “Philly” will result in that job being designated as in “other/unknown PA” and not in Philadelphia.

## Salaries and Stipends

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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, if applicable, for such jobs.
- **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 salaries may include a housing allowance.
- For clerkship jobs, record the clerkship salary, **not** the salary the graduate expects to earn at another job following the clerkship.
- If possible, convert hourly, weekly, or monthly salary figures for graduates working full-time in a job lasting at least a year to yearly figures, if doing so will provide a reasonable estimate of what the graduate will earn over the course of a year.
- 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 15. 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.

# State and City Codes

## ALABAMA

Anniston . . . . . 60105  
 Bessemer . . . . . 60115  
 Birmingham . . . . . 60120  
 Florence . . . . . 60123  
 Decatur . . . . . 60125  
 Gadsden . . . . . 60127  
 Dothan . . . . . 60130  
 Huntsville . . . . . 60135  
 Mobile . . . . . 60140  
 Montgomery . . . . . 60145  
 Tuscaloosa . . . . . 60165  
 Other/Unknown AL. . . 60199

## ALASKA

Anchorage . . . . . 90205  
 Fairbanks . . . . . 90210  
 Juneau . . . . . 90215  
 Kenai Peninsula . . . . 90220  
 Other/Unknown AK. . . 90299

## ARIZONA

Flagstaff . . . . . 80310  
 Mesa . . . . . 80320  
 Phoenix . . . . . 80325  
 Prescott . . . . . 80326  
 Scottsdale . . . . . 80330  
 Tempe . . . . . 80340  
 Tucson . . . . . 80345  
 Yuma . . . . . 80350  
 Other/Unknown AZ. . . 80399

## ARKANSAS

Bentonville . . . . . 70401  
 Conway . . . . . 70402  
 El Dorado . . . . . 70405  
 Fayetteville . . . . . 70410  
 Fort Smith . . . . . 70415  
 Jonesboro . . . . . 70425  
 Little Rock . . . . . 70430  
 Pine Bluff . . . . . 70440  
 Rogers . . . . . 70441  
 Springdale . . . . . 70442  
 Other AR . . . . . 70499

## 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  
 Orange . . . . . 90564  
 Oxnard . . . . . 90565  
 Palo Alto . . . . . 90566  
 Pasadena . . . . . 90567  
 Pico Rivera . . . . . 90568  
 Pomona . . . . . 90569  
 Rancho Cucamonga . . . 90570  
 Redondo Beach . . . . . 90571  
 Redwood City . . . . . 90572  
 Riverside . . . . . 90574  
 Sacramento . . . . . 90575  
 Salinas . . . . . 90576  
 San Bernardino . . . . . 90577  
 San Diego . . . . . 90578  
 San Francisco . . . . . 90579  
 San Jose . . . . . 90580  
 San Leandro . . . . . 90581  
 San Mateo . . . . . 90582  
 Santa Ana . . . . . 90583  
 Santa Barbara . . . . . 90584  
 Santa Clara . . . . . 90585  
 Santa Monica . . . . . 90586  
 Santa Rosa . . . . . 90587  
 Stockton . . . . . 90590  
 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

Bridgeport . . . . . 10705  
 Bristol . . . . . 10706  
 Danbury . . . . . 10708  
 East Hartford . . . . . 10709  
 East Haven . . . . . 10710  
 Enfield . . . . . 10711  
 Fairfield . . . . . 10712  
 Greenwich . . . . . 10713  
 Groton . . . . . 10714  
 Hartford . . . . . 10716  
 Manchester . . . . . 10717  
 Meriden . . . . . 10718  
 Middletown . . . . . 10719  
 Milford . . . . . 10720  
 New Britain . . . . . 10730  
 New Haven . . . . . 10735  
 Newington . . . . . 10740  
 New London . . . . . 10745  
 Norwalk . . . . . 10750  
 Norwich . . . . . 10755  
 Shelton . . . . . 10756  
 Stamford . . . . . 10760  
 Stratford . . . . . 10762  
 Torrington . . . . . 10764  
 Trumbull . . . . . 10766  
 Vernon . . . . . 10768  
 Wallingford . . . . . 10770  
 Waterbury . . . . . 10772  
 West Hartford . . . . . 10774  
 West Haven . . . . . 10776  
 Westport . . . . . 10778  
 Windsor . . . . . 10782  
 Other/Unknown CT. . . 10799

## DELAWARE

Dover . . . . . 50805  
 Newark . . . . . 50810  
 Wilmington . . . . . 50815  
 Other/Unknown DE. . . 50899

## WASHINGTON, DC 50910

## FLORIDA

Boca Raton . . . . . 51005  
 Boynton Beach . . . . . 51010  
 Bradenton . . . . . 51015  
 Clearwater . . . . . 51025  
 Cocoa Beach . . . . . 51024  
 Coral Gables . . . . . 51030  
 Coral Springs . . . . . 51032  
 Daytona Beach . . . . . 51034  
 Deerfield Beach . . . . . 51036  
 Delray Beach . . . . . 51038  
 Dunedin . . . . . 51040  
 Fort Lauderdale . . . . . 51042  
 Fort Myers . . . . . 51044  
 Fort Pierce . . . . . 51046  
 Gainesville . . . . . 51048  
 Hialeah . . . . . 51052  
 Hollywood . . . . . 51054  
 Jacksonville . . . . . 51056  
 Lakeland . . . . . 51058  
 Lake Worth . . . . . 51060  
 Largo . . . . . 51062  
 Melbourne . . . . . 51070  
 Miami . . . . . 51072  
 Miami Beach . . . . . 51074  
 Naples . . . . . 51077  
 North Miami . . . . . 51078  
 North Miami Beach . . . 51080  
 Ocala . . . . . 51082  
 Orlando/Winter Park . . 51083  
 Panama City . . . . . 51084  
 Pensacola . . . . . 51086  
 Plantation . . . . . 51088  
 Pompano Beach . . . . . 51089  
 Riviera Beach . . . . . 51090  
 St. Petersburg . . . . . 51091  
 Sarasota . . . . . 51092  
 Tallahassee . . . . . 51094  
 Tampa . . . . . 51096  
 Titusville . . . . . 51097  
 West Palm Beach . . . . 51098  
 Winter Park/Orlando . . 51083  
 Other/Unknown FL . . . 51099

## GEORGIA

Albany . . . . . 51105  
 Athens . . . . . 51110

Atlanta . . . . . 51115  
 Augusta . . . . . 51120  
 Columbus . . . . . 51125  
 Dalton . . . . . 51126  
 Griffin . . . . . 51131  
 La Grange . . . . . 51132  
 Macon . . . . . 51135  
 Marietta . . . . . 51141  
 North Atlanta . . . . . 51143  
 Rome . . . . . 51145  
 Sandy Springs . . . . . 51147  
 Savannah . . . . . 51150  
 Valdosta . . . . . 51155  
 Other/Unknown GA . . 51199

**HAWAII**

Hilo . . . . . 91210  
 Honolulu . . . . . 91215  
 Kailua Kona . . . . . 91216  
 Other/Unknown HI . . 91299

**IDAHO**

Boise . . . . . 81305  
 Coeur D’Alene . . . . . 81306  
 Idaho Falls . . . . . 81310  
 Lewiston . . . . . 81315  
 Pocatello . . . . . 81325  
 Twin Falls . . . . . 81330  
 Other/Unknown ID . . 81399

**ILLINOIS**

Addison . . . . . 31402  
 Alton . . . . . 31404  
 Arlington Heights . . . 31406  
 Aurora . . . . . 31408  
 Belleville . . . . . 31410  
 Bloomington . . . . . 31414  
 Carbondale . . . . . 31422  
 Champaign . . . . . 31424  
 Chicago . . . . . 31426  
 Chicago Heights . . . . 31428  
 Danville . . . . . 31432  
 Decatur . . . . . 31434  
 De Kalb . . . . . 31436  
 Des Plaines . . . . . 31438  
 Downers Grove . . . . . 31440  
 East St. Louis . . . . . 31442  
 Edwardsville . . . . . 31443  
 Elgin . . . . . 31444  
 Evanston . . . . . 31450  
 Freeport . . . . . 31452  
 Galesburg . . . . . 31454  
 Granite City . . . . . 31458  
 Joliet . . . . . 31468  
 Kankakee . . . . . 31469  
 Moline . . . . . 31473  
 Mount Prospect . . . . 31474  
 Naperville . . . . . 31475  
 Northbrook . . . . . 31478

Oak Lawn . . . . . 31481  
 Oak Park . . . . . 31482  
 Palatine . . . . . 31483  
 Park Ridge . . . . . 31485  
 Pekin . . . . . 31486  
 Peoria . . . . . 31487  
 Rockford . . . . . 31489  
 Rock Island . . . . . 31490  
 Schaumburg . . . . . 31491  
 Skokie . . . . . 31492  
 Springfield . . . . . 31493  
 Urbana . . . . . 31495  
 Waukegan . . . . . 31496  
 Wheaton . . . . . 31497  
 Other/Unknown IL . . 31499

**INDIANA**

Bloomington . . . . . 31502  
 East Chicago . . . . . 31506  
 Elkhart . . . . . 31508  
 Evansville . . . . . 31510  
 Fort Wayne . . . . . 31512  
 Gary . . . . . 31514  
 Griffith . . . . . 31515  
 Hammond . . . . . 31516  
 Highland . . . . . 31518  
 Indianapolis . . . . . 31520  
 Kokomo . . . . . 31522  
 Lafayette . . . . . 31524  
 LaPorte . . . . . 31525  
 Marion . . . . . 31528  
 Merrillville . . . . . 31529  
 Michigan City . . . . . 31530  
 Muncie . . . . . 31534  
 Munster . . . . . 31535  
 New Albany . . . . . 31536  
 Notre Dame . . . . . 31537  
 Portage . . . . . 31538  
 Richmond . . . . . 31540  
 Schererville . . . . . 31541  
 South Bend . . . . . 31542  
 Terre Haute . . . . . 31544  
 Valparaiso . . . . . 31546  
 Other/Unknown IN . . 31599

**IOWA**

Bettendorf . . . . . 41604  
 Burlington . . . . . 41606  
 Cedar Falls . . . . . 41608  
 Cedar Rapids . . . . . 41610  
 Clinton . . . . . 41612  
 Council Bluffs . . . . . 41613  
 Davenport . . . . . 41614  
 Des Moines . . . . . 41616  
 Dubuque . . . . . 41618  
 Fort Dodge . . . . . 41620  
 Iowa City . . . . . 41622  
 Marshalltown . . . . . 41624  
 Mason City . . . . . 41626

Muscatine . . . . . 41627  
 Ottumwa . . . . . 41628  
 Sioux City . . . . . 41630  
 Waterloo . . . . . 41632  
 Other/Unknown IA . . 41699

**KANSAS**

Emporia . . . . . 41705  
 Garden City . . . . . 41706  
 Junction City . . . . . 41711  
 Kansas City . . . . . 41715  
 Lawrence . . . . . 41720  
 Manhattan . . . . . 41730  
 Olathe . . . . . 41735  
 Overland Park . . . . . 41740  
 Pittsburg . . . . . 41742  
 Prairie Village . . . . . 41741  
 Salina . . . . . 41745  
 Shawnee . . . . . 41746  
 Topeka . . . . . 41750  
 Wichita . . . . . 41755  
 Other/Unknown KS . . 41799

**KENTUCKY**

Ashland . . . . . 61805  
 Bowling Green . . . . . 61810  
 Covington . . . . . 61815  
 Fort Knox . . . . . 61820  
 Frankfort . . . . . 61825  
 Highland Heights . . . 61828  
 Hopkinsville . . . . . 61830  
 Lexington . . . . . 61835  
 London . . . . . 61837  
 Louisville . . . . . 61840  
 Owensboro . . . . . 61845  
 Paducah . . . . . 61850  
 Pikeville . . . . . 61851  
 Richmond . . . . . 61852  
 Other/Unknown KY . . 61899

**LOUISIANA**

Alexandria . . . . . 71905  
 Baton Rouge . . . . . 71910  
 Chalmette . . . . . 71978  
 Covington . . . . . 71915  
 Gretna . . . . . 71977  
 Houma . . . . . 71925  
 Kenner . . . . . 71976  
 Lafayette . . . . . 71935  
 Lake Charles . . . . . 71940  
 Metairie . . . . . 71950  
 Monroe . . . . . 71955  
 New Iberia . . . . . 71960  
 New Orleans . . . . . 71965  
 Shreveport . . . . . 71970  
 Slidell . . . . . 71975  
 Other/Unknown LA . . 71999

**MAINE**

Auburn . . . . . 12001  
 Augusta . . . . . 12005  
 Bangor . . . . . 12010  
 Portland . . . . . 12020  
 Other/Unknown ME . . 12099

**MARYLAND**

Annapolis . . . . . 52105  
 Baltimore . . . . . 52110  
 Bethesda . . . . . 52115  
 Cumberland . . . . . 52135  
 Frederick . . . . . 52150  
 Gaithersburg . . . . . 52155  
 Glen Burnie . . . . . 52160  
 Hagerstown . . . . . 52165  
 Rockville . . . . . 52185  
 Silver Spring . . . . . 52190  
 Towson . . . . . 52194  
 Wheaton . . . . . 52196  
 Other/Unknown MD . . 52199

**MASSACHUSETTS**

Agawam . . . . . 12202  
 Amherst . . . . . 12204  
 Andover . . . . . 12206  
 Beverly . . . . . 12216  
 Boston . . . . . 12220  
 Braintree . . . . . 12222  
 Brockton . . . . . 12224  
 Brookline . . . . . 12226  
 Cambridge . . . . . 12228  
 Chelsea . . . . . 12232  
 Chicopee . . . . . 12234  
 Dedham . . . . . 12236  
 Fall River . . . . . 12240  
 Fitchburg . . . . . 12242  
 Framingham . . . . . 12244  
 Gloucester . . . . . 12246  
 Haverhill . . . . . 12248  
 Holyoke . . . . . 12250  
 Lawrence . . . . . 12252  
 Leominster . . . . . 12254  
 Lexington . . . . . 12256  
 Lowell . . . . . 12258  
 Lynn . . . . . 12260  
 Malden . . . . . 12262  
 Marlborough . . . . . 12264  
 Medford . . . . . 12266  
 Milton . . . . . 12272  
 Natick . . . . . 12273  
 Needham . . . . . 12274  
 New Bedford . . . . . 12275  
 Newton . . . . . 12276  
 Northampton . . . . . 12277  
 Norwood . . . . . 12278  
 Peabody . . . . . 12279  
 Pittsfield . . . . . 12280  
 Quincy . . . . . 12282

Randolph . . . . .	12283
Salem . . . . .	12285
Somerville. . . . .	12286
Springfield . . . . .	12287
Stoughton. . . . .	12288
Taunton. . . . .	12289
Waltham . . . . .	12291
Wellesley . . . . .	12293
West Springfield . . . . .	12295
Weymouth . . . . .	12296
Woburn . . . . .	12297
Worcester. . . . .	12298
Other/Unknown MA . . . . .	12299

**MICHIGAN**

Ann Arbor . . . . .	32304
Bloomfield Hills . . . . .	32305
Battle Creek. . . . .	32306
Bay City . . . . .	32308
Birmingham . . . . .	32311
Dearborn . . . . .	32312
Detroit . . . . .	32316
East Lansing . . . . .	32320
Farmington Hills. . . . .	32322
Flint . . . . .	32326
Grand Haven . . . . .	32329
Grand Rapids. . . . .	32330
Grosse Pointe. . . . .	32331
Holland . . . . .	32334
Jackson . . . . .	32338
Kalamazoo . . . . .	32340
Lansing . . . . .	32344
Livonia . . . . .	32348
Midland . . . . .	32352
Mt. Clemens . . . . .	32353
Muskegon. . . . .	32354
Pontiac . . . . .	32358
Novi . . . . .	32359
Port Huron . . . . .	32361
Rochester Hills . . . . .	32363
Royal Oak. . . . .	32366
Saginaw . . . . .	32368
St. Clair Shores . . . . .	32370
Southfield . . . . .	32372
Sterling Heights . . . . .	32376
Trenton . . . . .	32380
Troy . . . . .	32382
Warren . . . . .	32384
Other/Unknown MI. . . . .	32399

**MINNESOTA**

Bloomington . . . . .	42410
Brooklyn Park . . . . .	42420
Burnsville . . . . .	42425
Coon Rapids . . . . .	42430
Duluth. . . . .	42440
Eagan . . . . .	42442
Edina . . . . .	42445
Fridley . . . . .	42450

Mankato . . . . .	42455
Maplewood . . . . .	42460
Minneapolis . . . . .	42465
Minnetonka . . . . .	42470
Moorhead. . . . .	42475
Richfield . . . . .	42485
Rochester . . . . .	42490
Roseville. . . . .	42492
St. Cloud . . . . .	42494
St. Louis Park. . . . .	42495
St. Paul . . . . .	42496
Winona . . . . .	42497
Other/Unknown MN . . . . .	42499

**MISSISSIPPI**

Biloxi . . . . .	62505
Clarksdale. . . . .	62506
Columbus. . . . .	62510
Greenville. . . . .	62515
Greenwood . . . . .	62516
Gulfport. . . . .	62520
Hattiesburg. . . . .	62525
Jackson . . . . .	62530
Laurel . . . . .	62531
Meridian . . . . .	62535
Natchez . . . . .	62536
Oxford . . . . .	62543
Pascagoula . . . . .	62540
Tupelo. . . . .	62542
Vicksburg. . . . .	62545
Other/Unknown MS. . . . .	62599

**MISSOURI**

Blue Springs . . . . .	42605
Cape Girardeau . . . . .	42610
Columbia . . . . .	42615
Independence . . . . .	42625
Jefferson City. . . . .	42630
Joplin . . . . .	42635
Kansas City . . . . .	42640
Kirkwood . . . . .	42645
Lee's Summit . . . . .	42650
Raytown. . . . .	42655
St. Charles . . . . .	42660
St. Joseph . . . . .	42665
St. Louis . . . . .	42670
Springfield . . . . .	42675
Other/Unknown MO . . . . .	42699

**MONTANA**

Billings . . . . .	82705
Bozeman . . . . .	82706
Great Falls . . . . .	82715
Helena. . . . .	82716
Missoula . . . . .	82720
Other/Unknown MT . . . . .	82799

**NEBRASKA**

Grand Island . . . . .	42805
Lincoln . . . . .	42810
Norfolk . . . . .	42811
North Platte . . . . .	42812
Omaha . . . . .	42815
Other/Unknown NE. . . . .	42899

**NEVADA**

Carson City. . . . .	82905
Las Vegas . . . . .	82910
Reno. . . . .	82920
Other/Unknown NV . . . . .	82999

**NEW HAMPSHIRE**

Concord. . . . .	13005
Dover . . . . .	13006
Keene . . . . .	13007
Manchester . . . . .	13010
Nashua . . . . .	13015
Other/Unknown NH . . . . .	13099

**NEW JERSEY**

Atlantic City . . . . .	23102
Bloomfield . . . . .	23110
Camden. . . . .	23114
Cherry Hill . . . . .	23116
Clifton. . . . .	23118
East Brunswick. . . . .	23120
Edison. . . . .	23124
Elizabeth . . . . .	23126
Fair Lawn . . . . .	23130
Fort Lee . . . . .	23132
Hackensack. . . . .	23136
Jersey City . . . . .	23144
Linden. . . . .	23148
Livingston . . . . .	23150
Long Branch . . . . .	23152
Middletown. . . . .	23154
Montclair . . . . .	23156
Morristown. . . . .	23157
Newark . . . . .	23160
North Bergen . . . . .	23162
Nutley. . . . .	23164
Paramus. . . . .	23170
Passaic. . . . .	23172
Paterson. . . . .	23174
Pennsauken. . . . .	23176
Piscataway . . . . .	23180
Plainfield . . . . .	23182
Princeton . . . . .	23183
Rahway . . . . .	23184
Ridgewood . . . . .	23185
Roseland . . . . .	23186
Teaneck. . . . .	23188
Trenton . . . . .	23189
Union . . . . .	23190
Union City . . . . .	23191
Vineland . . . . .	23192

Wayne. . . . .	23193
Westfield . . . . .	23194
West Orange . . . . .	23196
Woodbridge . . . . .	23198
Other/Unknown NJ . . . . .	23199

**NEW MEXICO**

Alamagordo . . . . .	83201
Albuquerque . . . . .	83205
Farmington. . . . .	83220
Las Cruces . . . . .	83230
Roswell . . . . .	83235
Santa Fe. . . . .	83240
Other/Unknown NM . . . . .	83299

**NEW YORK**

Albany. . . . .	23302
Auburn . . . . .	23304
Baldwin . . . . .	23306
Binghamton . . . . .	23308
Bronx . . . . .	23309
Brooklyn . . . . .	23311
Buffalo . . . . .	23312
Central Islip . . . . .	23314
East Meadow . . . . .	23318
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
Valley Stream. . . . .	23382
Watertown . . . . .	23384
White Plains . . . . .	23386

Woodbury . . . . . 23387  
Yonkers . . . . . 23388  
Other/Unknown NY . 23399

**NORTH CAROLINA**

Asheville . . . . . 53405  
Buies Creek . . . . . 53407  
Burlington . . . . . 53410  
Camp Le Jeune Central 53415  
Chapel Hill. . . . . 53420  
Charlotte . . . . . 53425  
Durham . . . . . 53430  
Fayetteville. . . . . 53435  
Fort Bragg . . . . . 53440  
Gastonia . . . . . 53445  
Goldsboro . . . . . 53450  
Greensboro . . . . . 53455  
Greenville . . . . . 53460  
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**

Bismarck . . . . . 43505  
Fargo . . . . . 43510  
Grand Forks . . . . . 43515  
Other/Unknown ND . 43599

**OHIO**

Ada . . . . . 33601  
Akron. . . . . 33602  
Bowling Green. . . . . 33608  
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  
Lima . . . . . 33654  
Lorain . . . . . 33656  
Mansfield . . . . . 33658  
Marion . . . . . 33662  
Middletown . . . . . 33668  
Newark. . . . . 33670  
Portsmouth . . . . . 33678  
Sandusky. . . . . 33680

Springfield . . . . . 33686  
Toledo . . . . . 33693  
Warren . . . . . 33695  
Youngstown . . . . . 33696  
Other/Unknown OH . 33699

**OKLAHOMA**

Bartlesville . . . . . 73705  
Edmond . . . . . 73720  
Enid. . . . . 73725  
Lawton . . . . . 73730  
Midwest City . . . . . 73735  
Muskogee . . . . . 73745  
Norman . . . . . 73750  
Oklahoma City . . . . 73755  
Tulsa . . . . . 73775  
Other/Unknown OK . 73799

**OREGON**

Beaverton . . . . . 93810  
Corvallis . . . . . 93815  
Eugene . . . . . 93820  
Hillsboro . . . . . 93830  
Lake Oswego. . . . . 93831  
Medford . . . . . 93835  
Portland . . . . . 93840  
Salem . . . . . 93845  
Springfield . . . . . 93850  
Other/Unknown OR . 93899

**PENNSYLVANIA**

Allentown . . . . . 23902  
Altoona. . . . . 23904  
Bethlehem . . . . . 23908  
Carlisle . . . . . 23909  
Chester . . . . . 23910  
Easton . . . . . 23912  
Erie . . . . . 23914  
Harrisburg . . . . . 23916  
Johnstown . . . . . 23918  
Lancaster. . . . . 23920  
New Castle. . . . . 23928  
Norristown. . . . . 23930  
Philadelphia . . . . . 23932  
Pittsburgh . . . . . 23934  
Reading. . . . . 23938  
Scranton . . . . . 23940  
State College . . . . . 23942  
Villanova. . . . . 23943  
Wilkes-Barre. . . . . 23946  
Williamsport. . . . . 23948  
York . . . . . 23950  
Other/Unknown PA . 23999

**RHODE ISLAND**

Bristol . . . . . 14005  
Cranston . . . . . 14010  
East Providence . . . . 14020  
Newport . . . . . 14025

Providence . . . . . 14040  
Warwick . . . . . 14045  
Woonsocket . . . . . 14055  
Other/Unknown RI . 14099

**SOUTH CAROLINA**

Aiken . . . . . 54101  
Anderson. . . . . 54105  
Barnwell . . . . . 54102  
Beaufort . . . . . 54103  
Bluffton . . . . . 54112  
Camden . . . . . 54122  
Cayce . . . . . 54114  
Charleston . . . . . 54110  
Columbia. . . . . 54115  
Conway. . . . . 54116  
Daniel Island. . . . . 54107  
Florence . . . . . 54120  
Fort Mill . . . . . 54117  
Greenville . . . . . 54125  
Greenwood . . . . . 54126  
Greer . . . . . 54123  
Hilton Head . . . . . 54119  
Lexington . . . . . 54131  
Mauldin . . . . . 54124  
Moncks Corner . . . . 54109  
Mt. Pleasant . . . . . 54108  
Myrtle Beach. . . . . 54129  
N. Myrtle Beach . . . . 54106  
N. Charleston . . . . . 54130  
Orangeburg . . . . . 54121  
Rock Hill . . . . . 54135  
Spartanburg . . . . . 54140  
St. Matthews . . . . . 54139  
Summerville . . . . . 54111  
Sumter . . . . . 54142  
Surfside Beach. . . . . 54104  
W. Columbia . . . . . 54113  
Walterboro. . . . . 54145  
York . . . . . 54118  
Other/unknown SC. . 54199

**SOUTH DAKOTA**

Pierre . . . . . 44207  
Rapid City . . . . . 44210  
Sioux Falls . . . . . 44215  
Vermillion . . . . . 44217  
Other/Unknown SD . 44299

**TENNESSEE**

Bartlett . . . . . 64301  
Chattanooga . . . . . 64305  
Clarksville . . . . . 64310  
Cleveland. . . . . 64315  
Columbia. . . . . 64320  
Jackson . . . . . 64335  
Johnson City. . . . . 64340  
Kingsport . . . . . 64345  
Knoxville. . . . . 64350

Memphis . . . . . 64355  
Morristown . . . . . 64356  
Murfreesboro . . . . . 64357  
Nashville . . . . . 64360  
Oak Ridge . . . . . 64365  
Other/Unknown TN . 64399

**TEXAS**

Amarillo . . . . . 74402  
Arlington. . . . . 74403  
Austin . . . . . 74404  
Baytown . . . . . 74405  
Beaumont . . . . . 74406  
Brownsville . . . . . 74408  
Bryan . . . . . 74410  
Carrollton. . . . . 74412  
Corpus Christi. . . . . 74416  
Dallas. . . . . 74418  
Denton . . . . . 74420  
El Paso . . . . . 74424  
Fort Hood . . . . . 74426  
Fort Worth. . . . . 74428  
Galveston . . . . . 74430  
Garland. . . . . 74432  
Harlingen . . . . . 74438  
Houston . . . . . 74440  
Irving. . . . . 74444  
Laredo . . . . . 74450  
Longview. . . . . 74452  
Lubbock . . . . . 74454  
McAllen . . . . . 74458  
Midland . . . . . 74462  
Plano . . . . . 74474  
Port Arthur . . . . . 74476  
San Angelo. . . . . 74480  
San Antonio . . . . . 74482  
Sherman . . . . . 74486  
Texarkana . . . . . 74490  
Tyler . . . . . 74494  
Victoria. . . . . 74496  
Waco . . . . . 74497  
Wichita Falls. . . . . 74498  
Other/Unknown TX . 74499

**UTAH**

Logan. . . . . 84512  
Murray. . . . . 84515  
Ogden . . . . . 84520  
Orem . . . . . 84525  
Provo . . . . . 84530  
Salt Lake City . . . . . 84535  
Sandy City . . . . . 84540  
Other/Unknown UT . 84599

**VERMONT**

Burlington . . . . . 14605  
Montpelier. . . . . 14610  
South Royalton . . . . . 14615  
Other/Unknown VT . 14699

**VIRGINIA**

Alexandria . . . . .	54705
Annandale . . . . .	54710
Arlington . . . . .	54715
Charlottesville . . . . .	54725
Chesapeake . . . . .	54730
Danville . . . . .	54735
Fairfax-McLean . . . . .	54737
Fort Belvoir . . . . .	54738
Grundy . . . . .	54739
Hampton . . . . .	54740
Lexington . . . . .	54745
Lynchburg . . . . .	54750
Newport News . . . . .	54755
Norfolk . . . . .	54760
Petersburg . . . . .	54765
Portsmouth . . . . .	54770
Quantico . . . . .	54771
Richmond . . . . .	54775
Roanoke . . . . .	54780
Virginia Beach . . . . .	54790
Williamsburg . . . . .	54793
Woodbridge-Marumscoc . . . . .	54795
Other/Unknown VA . . . . .	54799

**WASHINGTON**

Auburn . . . . .	94805
Bellevue . . . . .	94810
Bellingham . . . . .	94815
Bremerton . . . . .	94820
Edmonds . . . . .	94825
Everett . . . . .	94830
Fort Lewis . . . . .	94835
Kennewick . . . . .	94840
Olympia . . . . .	94855
Renton . . . . .	94860
Richland . . . . .	94865
Seattle . . . . .	94870
Spokane . . . . .	94875
Tacoma . . . . .	94880
Vancouver . . . . .	94885
Walla Walla . . . . .	94887
Yakima . . . . .	94890
Other/Unknown WA . . . . .	94899

**WEST VIRGINIA**

Charleston . . . . .	54905
Huntington . . . . .	54910
Morgantown . . . . .	54915
Parkersburg . . . . .	54920
Wheeling . . . . .	54925
Other/Unknown WV . . . . .	54999

**WISCONSIN**

Appleton . . . . .	35005
Beloit . . . . .	35010
Brookfield . . . . .	35015
Eau Claire . . . . .	35020
Fond Du Lac . . . . .	35025

Green Bay . . . . .	35030
Janesville . . . . .	35040
Kenosha . . . . .	35045
La Crosse . . . . .	35050
Madison . . . . .	35055
Manitowoc . . . . .	35060
Menomonee Falls . . . . .	35065
Milwaukee . . . . .	35070
Oshkosh . . . . .	35085
Racine . . . . .	35090
Sheboygan . . . . .	35091
Superior . . . . .	35092
Waukesha . . . . .	35093
Wausau . . . . .	35094
Wauwatosa . . . . .	35096
Other/Unknown WI . . . . .	35099

**WYOMING**

Casper . . . . .	85105
Cheyenne . . . . .	85110
Laramie . . . . .	85120
Other/Unknown WY . . . . .	85199

**FOREIGN 5500**

Canada . . . . .	5510
Mexico . . . . .	5520
Puerto Rico . . . . .	5530
Virgin Islands . . . . .	5540
Europe . . . . .	5550
Africa . . . . .	5560
Middle East . . . . .	5570
Asia/South Pacific . . . . .	5580
Australia . . . . .	5581
Trust Territories . . . . .	5590
Central America . . . . .	5521
South America . . . . .	5522