

## UPDATED INFORMATION FORM

LegalSource is an Equal Employment Opportunity Employer. Candidates are considered for positions without discrimination on the basis of race, color, religion, sex, national origin, citizenship, age, disability, personal appearance, sexual orientation, political affiliation, family responsibilities, familial status, matriculation, marital status, source of income, place of residence or business, or any other consideration made unlawful by applicable federal, state, or local laws.

### PERSONAL INFORMATION

<b>1 Last Name (PRINT)</b>	<b>First Name</b>	<b>Middle Initial</b>	<b>2 Nickname (if applicable)</b>
<b>Address: Street</b>		Apt. No.	<b>3 Social Security Number</b>  - -
City	State	Zip	
<b>4 Home Phone No.:</b>		<b>6 Email Address:</b>	
<b>5 Mobile Phone No.:</b>		<b>7 Birthday (month &amp; day only)</b> (optional)	
<b>8 Emergency Contact Name:</b>		<b>9 Phone Number:</b>	
<b>10 Have you been convicted of a felony within the past ten (10) years?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <small>(Note: Do not include convictions that were sealed, eradicated or expunged, or convictions that resulted in referral to a diversion program. Conviction of a crime will not necessarily disqualify you from employment.)</small>			

### EXPERIENCE

**LegalSource maintains a database of candidates. While much of the information below may be listed on your résumé, we ask that you take a few minutes to fill out the following checklists in order to ensure the accuracy of our database and better match you to our clients and projects.**

Please check all of the following industries in which you have worked:

- |  |  |  |   |   |
|--|--|--|---|---|
| <input type="checkbox"/> Accounting        | <input type="checkbox"/> Financial Mgmt. | <input type="checkbox"/> Legal-Corporate | <input type="checkbox"/> Marketing            | <input type="checkbox"/> Software           |
| <input type="checkbox"/> Banking & Finance | <input type="checkbox"/> Insurance       | <input type="checkbox"/> Legal-Gov't     | <input type="checkbox"/> Medical & Healthcare | <input type="checkbox"/> Telecommunications |
| <input type="checkbox"/> Computer          | <input type="checkbox"/> Judicial        | <input type="checkbox"/> Legal-Law Firm  | <input type="checkbox"/> Pharmaceutical       | <input type="checkbox"/> Transp. & Transit  |
| <input type="checkbox"/> Engineering       | <input type="checkbox"/> Legislative     | <input type="checkbox"/> Legal Staffing  | <input type="checkbox"/> Securities           |   |

Please check the highest position for which you are qualified (check only one):

- Attorney (licensed)**    **JD (unlicensed)**    **Paralegal (no law degree)**

For attorneys: Please list any and all states in which you have been licensed to practice law and the status of the license(s).

- |   |  |
|---|--|
| State 1: _____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> Good Standing | Any history of disciplinary action? <input type="checkbox"/> yes <input type="checkbox"/> no |
| State 2: _____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> Good Standing | Any history of disciplinary action? <input type="checkbox"/> yes <input type="checkbox"/> no |
| State 3: _____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> Good Standing | Any history of disciplinary action? <input type="checkbox"/> yes <input type="checkbox"/> no |
| <input type="checkbox"/> I have not been licensed to practice in any state.   |  |

Please check all positions you have held:

- |  |   |   |  |
|--|---|---|--|
| <b>Attorney:</b><br><input type="checkbox"/> Associate(law firm)<br><input type="checkbox"/> Contract/Temp<br><input type="checkbox"/> Corporate Counsel<br><input type="checkbox"/> Gov't Counsel<br><input type="checkbox"/> Law Clerk<br><input type="checkbox"/> Partner (law firm)<br><input type="checkbox"/> Public Defender<br><input type="checkbox"/> Prosecutor<br><input type="checkbox"/> Solo Practitioner<br><input type="checkbox"/> Staff Attorney<br><input type="checkbox"/> Summer Associate | <b>Paralegal:</b><br><input type="checkbox"/> Case Manager<br><input type="checkbox"/> Contract/Temp<br><input type="checkbox"/> Data Entry Clerk<br><input type="checkbox"/> Legal Assistant<br><input type="checkbox"/> Paralegal Manager<br><input type="checkbox"/> Project Assistant | <b>Legal Supp. Staff:</b><br><input type="checkbox"/> Calendar Clerk<br><input type="checkbox"/> Court Clerk<br><input type="checkbox"/> Docketing Clerk<br><input type="checkbox"/> File/Records Clerk<br><input type="checkbox"/> Law Librarian<br><input type="checkbox"/> Legal Secretary<br><input type="checkbox"/> Legislative Staff<br><input type="checkbox"/> Mailroom<br><input type="checkbox"/> Office Manager<br><input type="checkbox"/> Patent Clerk<br><input type="checkbox"/> Records Manager<br><input type="checkbox"/> Supp. Staff Mgr. | <b>Information Technology:</b> <input type="checkbox"/> Accountant<br><input type="checkbox"/> Desktop Support<br><input type="checkbox"/> Help Desk<br><input type="checkbox"/> Network Engineer<br><input type="checkbox"/> Programmer<br><input type="checkbox"/> Software Trainer<br><input type="checkbox"/> Accounting/Payroll<br><input type="checkbox"/> Admin. Assistant<br><input type="checkbox"/> CPA<br><input type="checkbox"/> Engineer<br><input type="checkbox"/> Financial Planner<br><input type="checkbox"/> Lobbyist<br><input type="checkbox"/> Receptionist<br><input type="checkbox"/> Recruiter<br><input type="checkbox"/> Registered Nurse<br><input type="checkbox"/> Research Scientist<br><input type="checkbox"/> Secretary<br><input type="checkbox"/> Securities Broker |
|--|---|---|--|

Name: \_\_\_\_\_

Please check all the following tasks you have performed in past positions:

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> Accounting              | <input type="checkbox"/> Deposition Taking           | <input type="checkbox"/> Loan Processing         | Staffing/Placement                          |
| <input type="checkbox"/> Accounts Payable        | <input type="checkbox"/> Deposition Summarizing      | <input type="checkbox"/> Marketing               | <input type="checkbox"/> Client Development |
| <input type="checkbox"/> Accounts Receivable     | Document Production                                  | <input type="checkbox"/> Moot Court              | <input type="checkbox"/> Customer Service   |
| <input type="checkbox"/> Bank Reconciliation     | <input type="checkbox"/> Data Entry/Coding           | <input type="checkbox"/> Network System Admin.   | <input type="checkbox"/> Recruiting         |
| <input type="checkbox"/> Banking                 | <input type="checkbox"/> Project Management          | <input type="checkbox"/> Oral Arguments (Court)  | <input type="checkbox"/> Tax Advising       |
| <input type="checkbox"/> Bookkeeping             | <input type="checkbox"/> Quality Checking            | <input type="checkbox"/> Payroll                 | <input type="checkbox"/> Time Entry         |
| <input type="checkbox"/> Business Development    | <input type="checkbox"/> Redacting                   | <input type="checkbox"/> Reception/Answer Phones | <input type="checkbox"/> Trial Preparation  |
| Cite Checking:                                   | <input type="checkbox"/> Scanning                    | <input type="checkbox"/> Service of Process      | <input type="checkbox"/> Trial Support      |
| <input type="checkbox"/> Blue Booking            | Document Review                                      | Software   | <input type="checkbox"/> Web Design         |
| <input type="checkbox"/> Quote Checking          | <input type="checkbox"/> Confidentiality Review      | <input type="checkbox"/> Apple/Mac               | <input type="checkbox"/> Word Processing    |
| <input type="checkbox"/> Shepard's               | <input type="checkbox"/> Electronic Review           | <input type="checkbox"/> CheckCite               |   |
| <input type="checkbox"/> Table of Auth.          | <input type="checkbox"/> Electronic Discovery        | <input type="checkbox"/> Concordance             |   |
| <input type="checkbox"/> Client Billing          | <input type="checkbox"/> Project Management          | <input type="checkbox"/> Documatrix              |   |
| <input type="checkbox"/> Computer Data Process.  | <input type="checkbox"/> Privilege Review            | <input type="checkbox"/> Iconnect                |   |
| <input type="checkbox"/> Computer Dsktp Supp.    | <input type="checkbox"/> Responsiveness Rev.         | <input type="checkbox"/> IPRO                    |   |
| <input type="checkbox"/> Computer Programming    | <input type="checkbox"/> Document Translation        | <input type="checkbox"/> Kroll on Trak           |   |
| <input type="checkbox"/> Computer Training       | <input type="checkbox"/> Financial Analysis          | <input type="checkbox"/> LEXIS/NEXIS             |   |
| <input type="checkbox"/> Copiers/Faxes           | <input type="checkbox"/> Financial Management        | <input type="checkbox"/> MS Access               |   |
| <input type="checkbox"/> Courier/Messenger       | Human Resources                                      | <input type="checkbox"/> MS Excel                |   |
| <input type="checkbox"/> Court Filing/Deliveries | <input type="checkbox"/> Benefits Management         | <input type="checkbox"/> MS Word                 |   |
| <input type="checkbox"/> Court Interpreter       | <input type="checkbox"/> Hiring/Recruiting           | <input type="checkbox"/> Other Database          |   |
| <input type="checkbox"/> Credit/Collections      | <input type="checkbox"/> Personnel File Mgmt.        | <input type="checkbox"/> PowerPoint              |   |
| <input type="checkbox"/> Database Design         | <input type="checkbox"/> Insurance Adjusting         | <input type="checkbox"/> Summation               |   |
| <input type="checkbox"/> Database Mgmt.          | <input type="checkbox"/> Insur. Policy Writing/ Rev. | <input type="checkbox"/> Westcheck               |   |
| <input type="checkbox"/> Data Entry (non-Legal)  | <input type="checkbox"/> Law Review                  | <input type="checkbox"/> Westlaw                 |   |
| <input type="checkbox"/> Depo./Hearing Prep.     | <input type="checkbox"/> Legal Recruiting            | <input type="checkbox"/> Word Perfect            |   |

Besides English, please list any languages that you can read, write, or speak and your level of proficiency

- Language 1: \_\_\_\_\_  Fluent  Proficient  Intermediate  Basic  Read Only  Speak Only
- Language 2: \_\_\_\_\_  Fluent  Proficient  Intermediate  Basic  Read Only  Speak Only
- Language 3: \_\_\_\_\_  Fluent  Proficient  Intermediate  Basic  Read Only  Speak Only

Please place a check next to any areas of the law in which you have worked:

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Antitrust               | <input type="checkbox"/> Environmental         | <input type="checkbox"/> Healthcare                       | <input type="checkbox"/> Real Estate           |
| <input type="checkbox"/> Bankruptcy              | <input type="checkbox"/> Estates               | <input type="checkbox"/> Immigration                      | <input type="checkbox"/> Securities Litigation |
| <input type="checkbox"/> Criminal                | <input type="checkbox"/> Family Law            | <input type="checkbox"/> Insurance                        | <input type="checkbox"/> Securities Regulation |
| <input type="checkbox"/> Employee Benefits/ERISA | <input type="checkbox"/> General Corporate     | <input type="checkbox"/> Intellectual Property Litigation | <input type="checkbox"/> Tax                   |
| <input type="checkbox"/> Employment/Labor        | <input type="checkbox"/> General Litigation    | <input type="checkbox"/> International Trade              | <input type="checkbox"/> Telecommunications    |
| <input type="checkbox"/> Energy                  | <input type="checkbox"/> Government Regulatory | <input type="checkbox"/> Patent Prosecution               |  |

Initial: \_\_\_\_\_ I certify that all of the information furnished on this form is true, complete and correct to the best of my knowledge. I understand that any misrepresentation or omission of facts called for will result in refusal to hire or, if hired, will result in my dismissal at any time regardless of when the false answer or omissions are discovered.

Initial: \_\_\_\_\_ I understand that **LegalSource** may share the information contained in this form with other employees for employment and administrative purposes and hereby consent to such transfer.

Initial: \_\_\_\_\_ I hereby authorize **LegalSource** to conduct any necessary investigation regarding my background as it relates to the position I am seeking and to the extent permitted by federal, state, and local law. I agree to complete the requisite authorization forms for the background investigation. I hereby release all parties from any liability in connection with the provision and use of such information.

**My signature below certifies that I agree to be bound by the terms and conditions stated in this form, which contains all the understandings between LegalSource and me concerning the topics addressed herein, and supersedes any prior inconsistent understandings between LegalSource and me on such issues.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_