



UPDATE LEGAL

Contract Legal Professional Application

Name: _____

Social Security Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____ Pager: _____

Work Phone: _____ E-Mail: _____

Emergency Contact Name and Phone Number: _____

1. How did you hear of Update Legal?

- Classified Ad: _____
- Internet: _____
- Law School: _____
- Client Referral: _____
- Legal Publication: _____
- Paralegal School: _____
- Candidate Referral: _____
- Other: _____

2. Please indicate the types of employment in which are you interested.

- Attorney Paralegal Litigation Support Permanent Temporary

3. Are you legally authorized to work in the United States? Yes No

4. When are you available to begin work? _____

5. Do you have any scheduling conflicts? Yes No

Explain _____

6. If presently working, what is your compensation? _____

7. What is your hourly rate expectation? _____

8. Are you considering any offers of employment? Yes No

Explain _____

<i>For Internal Office Use Only</i>					
Date	Time In	Time Completed	Interviewer		

9. Are you currently registered with other legal placement companies? Yes No

If yes, which companies? _____

What type of work have you been performing? _____

10. Have you ever worked as a contract legal professional? Yes No

Law Firm/Company	Start/End	Position	Pay Rate	Supervisor's Name & Title	Phone

11. Are you fluent in any foreign languages? Yes No

Language _____ Speak Read Write Translate Documents

Language _____ Speak Read Write Translate Documents

Language _____ Speak Read Write Translate Documents

12. Have you ever been convicted of a felony? Yes No

If yes, in which county? _____

Explain _____

Questions 13-16 should be answered by attorneys.

13. States in which you are admitted. Please include year of admission.

14. Has your license to practice law ever been suspended or revoked in any jurisdiction?

Yes No

If yes, please explain _____

15. Have you ever had a professional grievance filed against you? Yes No

If yes, please explain _____

16. Are there any lawsuits presently pending against you or have you ever been found liable for malpractice or a claim involving fraud or moral turpitude? Yes No

If yes, please explain _____

Skills/Practices Areas

*Please indicate skills/practice areas where you have had actual work experience only

Admiralty/Maritime

- General Admiralty/Maritime
- Litigation
- Transactional

Anti-Money Laundering

- BSA (Bank Secrecy Act)
- CIP (Customer Identification Program)
- EDD (Enhanced Due Diligence)
- General AML
- KYC (Know Your Customer)
- Lookback
- OFAC (Office of Foreign Asset Control)
- Remediation
- SAR (Suspicious Activity Report)
- US Patriot Act

Antitrust

- Clayton Act
- General Antitrust
- Sherman Act

Banking/Finance

- Aircraft/Equipment Finance
- Asset Based Lending
- Asset Finance
- Bond Finance
- Capital Markets
- Derivatives
- General Banking/Finance
- Hedge Fund
- ISDA
- Leverage Buy Out (LBO)
- Leveraged Leases
- Mezzanine Finance
- Project Finance
- Public Finance
- Real Estate Finance
- Secured Lending
- Securitization
- Structured Finance
- Subordinated Debt Finance
- Synthetic Loans
- Transactional

Bankruptcy

- Compliance
- Corporate – Chapter 11
- Corporate – Chapter 13
- Debtor/Creditor
- General Bankruptcy
- Letter of Credit
- Personal – Chapter 7
- Secured/Unsecured

Certifications

- Chartered Accountant
- CPA
- Notary Public
- Paralegal Certificate
- Series 63
- Series 7
- Other _____

Compliance

- FCPA
- General Compliance
- Internal Audit
- Operational Risk Management
- SOX (Sarbanes- Oxley Act)

Computer Skills

- Access
- AJAX
- Amici
- AmiPro
- ASP
- ASP.NET
- Attenex
- BRS
- CaseMap
- Concordance
- CSS
- Dbase
- Dbtext
- Dictaphone
- DocHunter
- DOCS Open
- DocuLex
- Dolphin Search
- DTE
- Edgar
- Excel
- FileMaker Pro
- Final Cut Pro
- Flex

- iConect
- IPRO
- Internet
- Interwoven
- Introspect
- JFS Litigator's Notebook
- Kroll
- LegalKey
- LexisNexis
- LiveNote
- Logos
- Lotus 123
- Lotus Notes
- MA 3000
- Microsoft Word
- Microsoft Word MAC
- Paradox
- PC Docs
- PHP
- PowerPoint
- ProDocs
- ProLaw
- Ringtail
- Soft Solutions
- Steno
- Stratify
- Summation
- UNIX
- Westlaw
- Windows
- WordPerfect
- WordPerfect DOS
- WordPerfect MAC

Conflicts

- Asbestos Conflict
- Automobile Conflict
- Chemical Conflict
- Energy Conflict
- Financial Conflict
- Insurance Conflict
- Pharmaceuticals Conflict
- Plaintiff Firm Conflict
- Tobacco Conflict

Contracts

- Clinical Trial Agreements
- Construction
- Contract Drafting
- Contract Negotiation
- Contract Review
- Contracts Administration

- General Contracts
- Government
- Licensing
- Master Service Agreements
- Material Transfer Agreements
- OEM
- Third Party MNF
- VAR
- Vendor Agreement

Corporate/Securities

- 10K
- 10Q
- 33 Act
- 34 Act
- 40 Act
- Blue Sky
- Capital Markets
- Corporate Closings
- Corporate Dissolutions
- Corporate Formations
- Corporate Housekeeping
- Due Diligence
- General Corporate/Securities
- Initial Public Offering (IPO)
- Mergers & Acquisitions
- Private Equity
- Stocks
- Technology Transactions
- Uniform Commercial Code (UCC)
- Venture Capital

Document Review

- General Document Review
- Manual Review
- On-line Review
- Privilege Logs
- Privilege Review
- Relevancy Review
- Second Request Experience
- Substantive Review
- Team Lead

Employment Law

- Employee Benefits
- ERISA
- Executive Compensation
- General Employment/Labor Law
- Labor
- Workers Compensation

Entertainment Law

- General Entertainment Law

Environmental Law

- General Environmental Law
- Superfund

Food & Drug Law

- Fraud & Abuse
- General Food & Drug Law
- HCFA
- HIPAA
- R.E.R.C.
- Regulatory

Health Care Law

- General Health Care Law
- HIPAA

Immigration

- Business Immigration
- General Immigration

Intellectual Property

- Copyright
- General Intellectual Property
- International
- Licensing
- Trademark

International Law

- General International Law

Languages (Fluency only)

- Arabic
- Cantonese
- Chinese
- Croatian
- Czech
- Danish
- Dutch
- Farsi
- Finish
- French
- German
- Greek
- Hebrew
- Hindi
- Hungarian
- Italian
- Japanese
- Korean
- Mandarin
- Norwegian

- Other _____
- Polish
- Portuguese
- Romanian
- Russian
- Slovak
- Spanish
- Taiwanese
- Thai
- Turkish
- Ukrainian
- Urdu
- Vietnamese

Litigation

- Appellate
- Arbitration/Mediation
- Asbestos Silicosis
- Bates Stamping
- Blue-Booking
- Calendar/Docketing
- Cite Checking
- Civil
- Class Actions
- Commercial
- Copy Checking
- Court Filings
- Criminal
- Digest Depositions
- Document Production
- DOJ Investigation
- Engineering/Construction
- General Litigation
- Indexing Manual
- Indexing On-line
- Insurance
- Insurance Coverage
- Medical Records
- Motion Service
- Page Checking
- Personal Injury
- Process Service
- Product Liability
- Professional Liability
- Research & Writing
- RICO/White Collar
- Securities Litigation
- Shepardizing
- Take/Defend Depositions
- Telecom
- Toxic Tort
- Trial Binders
- Trial Exhibits
- Trial Experience

- Trial Preparation
- Witness Kits

Litigation Support

- Document Coding Manual
- Document Coding On-Line
- General Litigation Support
- Scanning

Medical Malpractice

- General Medical Malpractice
- Medical Summaries

Notary Public

- General Notary Public
- Seal
- Stamp

Oil & Gas

- Drilling & Service
- Electric Power
- Energy
- Exploration & Production
- Gas Pipeline/Regulatory
- General Oil & Gas
- Oil & Gas Downstream
- Oil & Gas Trading
- Regulatory

Other

- File Clerk
- General Pharmaceutical
- In-House Experience
- Legal Proofreader

Patent

- Biology
- Chemical
- Civil Engineering
- Computer
- Electrical
- General Patent
- Mechanical
- Patent Litigation
- Patent Prosecution

Real Estate

- Closings
- Commercial Real Estate
- General Leasing
- General Real Estate
- General Residential
- Investment Trust (REIT)
- Land Use/Zoning
- Landlord/Tenant Law
- Leasing – Abstractions
- Leasing – Office

- Leasing – Retail
- Leasing – Shopping Centers
- Residential Co-op
- Residential Condominium
- Securitization
- Title Review

Tax

- Corporate
- General Tax
- International Tax
- Personal

Telecommunications

- General Telecommunications
- Regulatory

Wills/Trusts & Estates

- Estate Administration
- Estate Planning
- General Wills/Trusts & Estates
- Probate
- Wills

I certify that the information provided in this application is true and complete to the best of my knowledge and belief. I understand that any misrepresentation or false statement made by me in connection with this application or any related documents, including interview(s), may result in me not being placed on an assignment by Update Legal, or in Update Legal terminating me from an assignment or not referring me to a third party for a permanent position, regardless of the time elapsed before discovery of the misrepresentation or false statement. I authorize Update Legal and its representatives to investigate and verify all information provided in this application, on my resume or during an interview.

I understand this application is not, and is not intended to be, a contract of employment. Employment at Update Legal is at will and can be terminated by me or Update Legal, at any time, with or without advance notice, and with or without cause.

Signature

Date

UPDATE LEGAL

Employment References, Education Verification, and Criminal Background Check Authorization

I authorize Update Legal to conduct a background investigation, including but not limited to, a check and verification of my employment references and education records, a social security number check, a criminal background check, and obtaining a consumer credit report. The employment reference check may include inquiry into my employment records, including dates of employment, salary history, positions held, job responsibilities, work habits, job performance, character and reputation, reason for leaving, and eligibility for rehire. Education records may include dates of attendance, degree(s) obtained, and copies of my transcript(s). A criminal background check may be used to determine if I have been convicted of a felony or misdemeanor.

This information may be communicated to third parties interested in using my services on a temporary or permanent basis, without providing me with notice of such disclosure. Information acquired by Update Legal will be used solely for the purpose of placing me on a temporary employment assignment or for referring me to a third party for a permanent employment opportunity.

In addition to authorizing the release of the above information, I hereby fully waive and release Update, Inc., Update Legal, Sterling Testing Systems, Inc., former employers, educational institutions, and any other third party, and their respective directors, officers, employees, representatives, and agents, both individually and collectively, from any and all rights, claims, demands, damages, and liabilities that may directly or indirectly arise from, or in any way relate to, the use, disclosure or release of any information obtained during the background investigation by any person or entity.

I am voluntarily releasing my date of birth to verify my identity for the purposes of a background investigation and understand that such information will be used for that purpose only.

I acknowledge that I have read and understand the information contained in this authorization and agree to the provisions contained herein.

Name – First, Middle, Last (Please Print)

Social Security Number

Month of Birth

Day of Birth

Signature

Date

Other Name Used

From

To

Other Name Used

From

To

UPDATE LEGAL

References

Please provide information regarding three individuals who have supervised your work.

Reference #1

Name: _____ Title: _____

Law Firm/Corporation: _____

Nature of Relationship: _____ Telephone: _____

E-Mail: _____

Reference #2

Name: _____ Title: _____

Law Firm/Corporation: _____

Nature of Relationship: _____ Telephone: _____

E-Mail: _____

Reference #3

Name: _____ Title: _____

Firm/Corporation: _____

Nature of Relationship: _____ Telephone: _____

E-Mail: _____

UPDATE LEGAL

Confidential Information and Insider Trading Policy

Individuals may acquire and be entrusted with the confidential and proprietary information of Update Legal, our clients, and the entities that our clients provide legal services during an assignment. Confidential information is information designated as confidential, information not generally known to the public or information that Update Legal or its clients indicate should not be disclosed to any third party.

Individuals are not authorized to print, reproduce, duplicate, record, publish, display, remove, copy, distribute, download, transmit, use, retain, communicate, sell, disseminate or otherwise disclose confidential information to any third party, or use it on their own behalf, during and after an assignment, except to the extent necessary to perform their job duties while on an assignment.

Confidential information remains the sole and exclusive property of Update Legal, our clients, and the entities for whom our clients provide legal services. Upon the completion of an assignment or upon request, individuals are required to deliver the originals and all copies of any reports, files, records, notes, summaries, extracts, papers, memoranda, computer software, e-mail messages, and any other documents containing confidential information in their possession to Update Legal or our clients.

Examples of confidential information include, but are not limited to, the following: identity and contact information of Update Legal's clients; names of entities for whom our clients provide legal services; all matters on which an individual is working while on an assignment; job orders; billing and pay rate information; methods used to solicit contract legal professionals; names of contract legal professionals; policies, practices, processes, and procedures; business data; files, records, notes, forms, memoranda, reports, lists, manuals, computer disks, and documents; business affairs and activities; computer programs, software, databases, and other technology; intellectual property rights; and any other information, data or materials relating to Update Legal, its clients, and the entities for whom our clients provide legal services not generally known to the public and which was acquired by an individual during an assignment.

Furthermore, individuals may acquire material non-public information regarding a publicly traded company during an assignment. Individuals and members of their immediate families may not engage in securities transactions while in possession of material non-public information relating to the securities being transacted, may not recommend or suggest that any other individual or entity buy or sell such securities, use such information for any purpose whatsoever or otherwise disclose such information to other individuals or entities. Furthermore, the duty to maintain the confidentiality of such information continues after an assignment has ended.

I have read, understand, and agree to abide by Update Legal's confidential information and insider trading policy.

Name (Please Print)

Signature

Date

UPDATE LEGAL

Communication Systems Policy

Individuals may be provided with access to a client's communication systems while on an assignment. These systems include computers, e-mail, the Internet, telephones and voice mail, regular mail, facsimile machines, and copy machines. These systems must be used only for the performance of an individual's job duties while on an assignment and not for non-business purposes. These systems, including the equipment and all communications and information transmitted by, received from or stored in them, are considered the confidential and proprietary information and property of the client providing them, and not the private property of any individual.

Update Legal and our clients reserve the unilateral right to review, monitor, access, audit, intercept, copy, print, read, disclose, and modify an individual's use of these systems, including information, files, and other communications created, sent, stored or received on them at any time, with or without notice, and with or without an individual's permission. Individuals should have no expectation of privacy or confidentiality with respect to their use of a client's communication systems.

Communication systems may not be used to create, send, transmit, retrieve, distribute or store any communications of an obscene, profane, offensive, hostile, discriminatory, derogatory, harassing, intimidating, disruptive, defamatory or otherwise unlawful nature based on an individual's race, color, creed, religion, sex, gender, age, national origin, alienage or citizenship status, ancestry, mental or physical disability, marital status, sexual orientation, veteran status or any other characteristics protected by applicable federal, state or local law. The use of these systems to engage in any of the conduct described above will not be tolerated and may result in disciplinary action, including termination from an assignment and from consideration for future assignments. Furthermore, communication systems may not be used to forward the confidential or proprietary information of Update Legal or its clients to individuals or entities not authorized to receive such information or to otherwise compromise the business or legal interests of Update Legal or its clients.

If a client's policy governing the use of its communication systems differs from our policy, the client's policy must be followed.

I have read, understand, and agree to abide by Update Legal's communication systems policy.

Name (Please Print)

Signature

Date

UPDATE LEGAL

Time Sheets

Individuals are responsible for completing their time sheets accurately. The falsification of a time sheet can lead to disciplinary action, up to and including immediate termination from an assignment and from consideration for future assignments. The falsification of hours worked on a time sheet is a fraudulent act for which an individual can be prosecuted under state law. Furthermore, if the individual is an admitted attorney, he or she can be subject to disciplinary action by the state bar in the state which he or she is admitted. An individual's signature on a time sheet shall certify that the time sheet is an accurate record of time actually worked. Finally, individuals are not permitted to complete another person's time sheet, ask another person to complete their time sheet or falsify any information on a time sheet.

I have read, understand, and agree to abide by Update Legal's policy regarding the completion of time sheets. I acknowledge that any falsification of a time sheet can subject me to disciplinary action, up to and including immediate termination from an assignment and from consideration for future assignments. I certify that my signature on any and all Update Legal time sheets will be an accurate record of time actually worked by me. I understand that I am not permitted to complete another person's time sheet, ask another person to complete my time sheet or falsify any information on a time sheet.

Name (Please Print)

Signature

Date

UPDATE LEGAL

Resume Information

One of our goals is to assist candidates with their professional careers by maximizing their opportunities to be placed on temporary employment assignments with our clients. Our computer system allows us to scan resumes into a database that maintains information regarding our contract legal professionals. Once a resume has been scanned we have the ability to edit, print, and e-mail it to our clients who may be interested in reviewing an individual's professional experience and educational background.

We understand an individual's resume and job search are very personal matters. Therefore, a resume will never be edited or forwarded to a client without an individual's consent. Toward that end, we ask that you respond to the following statements to help us increase our chances of placing you on an assignment.

1. Update Legal may edit my resume to add new information or to make it more presentable.

- Always Never Only with prior approval in each instance

2. Update Legal may forward my resume to a client for a specific temporary employment assignment or if an opportunity may exist with a client for an individual with my specific background.

- Always Never Only with prior approval in each instance

Furthermore, it is important to note that Update Legal has an affirmative duty to edit an individual's resume if it contains information that directly identifies his or her membership in a protected classification. For example, the following types of information must be removed from a resume: married with two children; born in 1952; native language – Italian; Hispanic male. Information that indirectly identifies membership in a protected classification does not have to be removed (e.g., member of Black Engineers Honor Society).

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Conflict Screen

1) Have you ever worked on a legal matter involving any of the following industries? If yes, please provide the name of the law firm for which you worked, the name of the company represented by the law firm, your manager's name, the nature of the legal matter, and the type of work performed.

- | | | |
|---|--|---|
| <input type="checkbox"/> Asbestos | <input type="checkbox"/> Banking/Financial | <input type="checkbox"/> Insurance |
| <input type="checkbox"/> Pharmaceuticals | <input type="checkbox"/> Securities | <input type="checkbox"/> Tobacco |
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Toxic Tort | <input type="checkbox"/> Products Liability |
| <input type="checkbox"/> Plaintiff's Firm | | |

2) Have you ever worked in any of the following industries? If yes, please provide the name of the company for which you worked, your manager's name, and the type of work performed.

- | | | |
|---|--|---|
| <input type="checkbox"/> Asbestos | <input type="checkbox"/> Banking/Financial | <input type="checkbox"/> Insurance |
| <input type="checkbox"/> Pharmaceuticals | <input type="checkbox"/> Securities | <input type="checkbox"/> Tobacco |
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Toxic Tort | <input type="checkbox"/> Products Liability |
| <input type="checkbox"/> Plaintiff's Firm | | |
