

2000

The Docket (August 28, 2000)

William & Mary Law School

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What's On The Docket?

CHECKED YOUR E-MAIL?

Remember that you are expected to check your e-mail at least once a day. The faculty and administration will be sending you important information via e-mail – information that may not be available through any other means. If you have forwarded your college e-mail account to your personal account, you are responsible for verifying that the forwarded address is accurate.

This copy of The Docket will be e-mailed to you. If you do not receive it by Monday afternoon, August 28, you should report the problem to 221-1839 or stop by the Reference Desk in the library.

E-MAIL ADDRESSES

ALL STUDENTS are provided e-mail addresses. Your address is the first initial of your first name, the first initial of your middle name, and the first four letters of your last name. All students should confirm their address in the e-mail directory located in the Law School Library computer lab. All students' e-mail default password is set as a lower case "p" followed by the last 6 digits of your SSN with no spaces or punctuation. Students may access their e-mail account from a personal computer with the appropriate software and modem. Call 221-help for the steps to load your personal computer with our ProComm script. This software will also provide access to the SIS system. If you wish to register for spring classes from home, you should prepare your computer with this software NOW.

ADDRESS UPDATES

All students should contact Gloria Todd (gjtodd@wm.edu) immediately upon changing addresses or phone numbers. Any student whose name has changed should also contact her as soon as possible for the appropriate paperwork to change the name on the official records. Correct information is needed by September 1 for an accurate school directory. Any student who wishes their phone number and address to remain unpublished must submit that request in writing to Gloria Todd – NOTE: Administration must always have updated information even if it is not published. Change of Address forms are also available at the handout counter in the Library.

NEWSWORTHY NOTES

Welcome to Nancy Archibald, Associate Director for Operations and Administration (Courtroom 21), Jean Kemkes, Admission support staff, Elizabeth Oyre, Assistant Director for Annual Support, and Ben Rogers, Assistant Dean for Admission.

The Law School is happy to welcome four new professors: John Duffy, Jim Dwyer, Richard Hynes and Michael Stein. We would also like to welcome visiting professor, Leslie Kelleher, from the University of Richmond.

Over the summer, the Law School said “good-bye” to Professor Tom Collins, Bill Cooper, Dean Connie Galloway, Carol Lish, Jayne Murdoch, Kimberly Reeves, and Diane Walls.

CONGRATULATIONS to the Dean’s Associates for 2000-01: Mary Sue Backus, John Bagwell, Christyne Bourne, Jaron Chriss, John Coughlin, Anne Dowling, Kara Driscoll, Stephanie Fichter, Lisa Finklea, Sandy Hellums, James Hess, Bryce Jewett, Kevin Laden, Courtney Malveaux, Brian Miller, Jammie Jackson, Sara Kinsman, Douglas Levy, John Mauk, Andrew Reese, Sarah Richardson, Ramon Rodriguez, Sarah Toraason, Kate Tucker, Matthew Vinciguerra, Ada-Marie Walsh, Ken Whitehurst, Nikki Wilson, and Paul Zagar.

WELCOME

It is a pleasure to welcome the Class of 2003 and five international students in the LL.M. degree program. Dean Faye Shealy has prepared a profile of the entering class and placed that summary in the classroom hallway display case and administrative bulletin board. We are delighted with the arrival of new and returning students. Best wishes for the 2000-01 academic year and beyond!

STUDENT ORGANIZATIONS

If your organization did not register with the Law School Administrative office last spring, please stop by and see Gloria Todd. Registered organizations will receive priority for room reservations at the Law School, are provided hanging files, and bulletin board space from the SBA. Officers should frequently check organization hanging files. FYI: Room Reservation Request Forms can be found on the Library handout shelves.

DECEMBER GRADUATION

Students who expect to graduate in December 2000 should contact Liz Jackson NLT September 1 to file a notice of candidacy form.

PASS/FAIL OPTION

Upper-level students who elect to take a law class pass/fail are reminded that the Pass/Fail Option Form (on the handout shelves in the Library) is due by September 1 to Liz Jackson.

FACULTY ACCESS

If there is a need to contact an administrator or faculty member through their mailbox in the administrative workroom, please place the item in the appropriately marked box in the reception

area. Gloria will place the item in the administrator/faculty mailbox. Please remember that students are not allowed in the workroom.

VIRGINIA BAR UPDATE

Those planning to sit for the Virginia Bar are forewarned that the Virginia Board of Bar Examiners requires the MPRE. MPRE applications are on the handout shelves in the Library. The next scheduled MPRE exam is November 11, 2000. The Virginia Character and Fitness form (the hard part of the bar application) is available on the handout shelf in the Library. Please take **ONLY** one form as we are sent **LIMITED** quantities. Students who expect to sit for the Virginia Bar examination are encouraged to file the Character and Fitness Form within the first 14 months of their law school career for a discounted rate. The bar application itself is not to be filed more than three months prior to sitting for the exam (and, therefore, is not available until the spring).

DIRECT DEPOSIT

Students who receive loan checks or other financial disbursement from the University are encouraged to inquire within the University Office of Financial Aid (located in Blow Hall) regarding direct deposit of this disbursement to your bank account. Forms from Financial Aid must be completed **NLT** October 15 to have spring disbursements credited automatically to your account. **NOTE:** forms must be completed **YEARLY** for direct deposit to ensure the accuracy of the electronic transfer.

WWW AND THE LAW SCHOOL

REMEMBER THE INTERNET! Use the Law School web site to answer common questions regarding academics and/or student life. **AND**, please review the Unified Honor Code found from the Law School Homepage by clicking on Student Life, then Academic Regulations, then Honor System or: <http://www.wm.edu/OSA/dostud/hcode.htm>.

WELCOME BACK FROM OCPP!

World Wide Web Site of the Week: If you're looking for some word games to exercise your mind, try <http://www.oneacross.com/> for crosswords, cryptograms, and anagrams.

UPCOMING PROGRAMS AND DEADLINES

Sunday, August 27, closing time First On-Campus Bidding/Resume Submission Deadline

Monday, August 28, closing time First Group Mailing Bidding/Resume Submission Deadline

Monday, August 28 - Friday, September 1, times TBA Using Lexis in Your Job Search (Library Computer Training Center - sign up at Library Reference Desk)

Wednesday, August 30, 10:00 a.m. Writing Effective Cover Letters (Room 120)

Thursday, August 31, 3:00 p.m. Judicial Clerkships for 3Ls (Room 124)

Tuesday, September 5, 5:00 p.m., Registration Deadline for New Hampshire Legal Job Fair
Sunday, September 3, closing time - Second On-Campus Bidding/Resume Submission Deadline

Monday, September 4, closing time Second Group Mailing Bidding/Resume Submission
Deadline

Tuesday, September 5, 3:00 p.m. Interview Tips (Room 127)

Tuesday, September 12, 2:45 p.m. Careers with the U.S. Justice Department (Room 127)

Monday, September 11 - Friday, September 15, times TBA Using Westlaw in Your Job Search
(Library Computer Training Center - sign up at Reference Desk)

OCPP

Manuals and the Fall On-Campus Interview Schedule. The fall on-campus interview schedule, the OCPP Career Planning Manual, the OCI+ Student Guide (which we e-mailed to you this summer) and the Public Interest and Government Job Search Guide are available for you to pick up outside OCPP. The Career Planning Manual includes information on interviewing, resume and cover letter preparation, career satisfaction, and OCPP programs, policies, and procedures. There have been several significant changes in policies/procedures since last year, so be sure to read the manual.

Students with Disabilities. OCPP receives information from employers targeting students with disabilities. If you would like to receive these notices, please see Dean Kaplan or Dean Thrasher in confidence.

Attorney Jobs On-Line. This service, available exclusively through Westlaw and the Westlaw Legal Career Center, includes entry_level job opportunities, honors entry_level hiring programs with federal departments and agencies, fellowship programs, and judicial clerkships. You may access AttorneyJobsOnline and Legal Career Center Westlaw's site on the Internet (www.lawschool.westlaw.com). When you enter the site, look under Academic Services in the left hand column _ the first entry there should be West Group Career Services/AttorneyJobsOnline. Your Westlaw student password will allow you access to this database.

2Ls and 3Ls - Information on United States Department of Justice Honors Programs is available in OCPP. Applications for Summer Law Intern (2L) (blue) and Attorney General's Honor (3L) (burgundy) Programs are in the Application File Cabinet under "U.S. Department of Justice," and DOJ's Legal Careers Booklet ("Do Your Career Justice") is available for the taking on the bottom shelf of the bookcase with the Judicial Clerkship materials in OCPP. Application for both programs must be received at Justice by Monday, September 25, 2000.

3Ls - NAPIL Equal Justice Fellowship applications are now available in OCPP. These fellowships provide salary and loan repayment assistance to lawyers who advocate on behalf of individuals, groups, or interests that are not adequately represented by some aspect of the legal system. These are two-year fellowships. Additional information is available in the Direct Contact binders under "NAPIL Equal Justice Fellowships," and applications are available in the Application File Cabinet. You may also obtain additional information and an application on NAPIL's website, www.napil.org. Deadline to apply is September 15, 2000.

ATTENTION 2001 and 2002 Graduates

New Hampshire Legal Job Fair Seventeen New Hampshire and Maine legal employers will interview 2L and 3L students for summer and permanent positions on Thursday, September 28 in Manchester, NH. The interviews will be pre-screened, that is, employers will select students for interviews after reviewing resumes. If you would like to submit resumes to employers for this event, pick up a detailed memo and registration form in the Application File Cabinet in OCPP. The information is filed under "New Hampshire Legal Job Fair." To register for the job fair, you must submit your registration form along with the required supporting documents to the OCPP resume submission cabinet by 5:00 p.m. on Tuesday, September 5.

Hispanic National Bar Association Annual Convention and Job Fair, October 4-8, 2000, Chicago, IL. Information regarding this conference and job fair is available in OCPP in the Application File Cabinet under "Hispanic National Bar Association." You may also visit their website at www.hnba.com.

Maricopa County (Phoenix, Arizona) Bar Association Taskforce for the Recruitment and Retention of Women and Minority Lawyers requests resumes from women and minority law students who have an interest in practicing law in Arizona. The Taskforce will solicit, compile, and then distribute resumes to many Phoenix area law firms. To have your resume included, forward your resume no later than August 30, 2000 to Maricopa County Bar Association, Attention: Taskforce Resume Book, 303 East Palm Lane, Phoenix, AZ 85004-9890.

Foreign Service Examination. The next administration of the Foreign Service Exam will be Saturday, November 4. Deadline for registration is Friday, October 6. Register on-line at <http://www.state.gov/www/careers/rexamcontents.html> www.state.gov/careers/index.html

Interested in Labor and Employment Law? The Peggy Browning Fund is sponsoring their second Law Students' National Labor Conference on Friday & Saturday, October 13-14 in Silver Spring, Maryland. The program will include four workshops led by leading labor practitioners and professors. Registration must be received no later than September 1. See Dean Thrasher if you are interested in attending in this program.

Strategies for Success If You Do Not Receive an Offer from Your Summer Employer If you find yourself in this situation, see Dean Kaplan or Thrasher, and pick up a copy of the handout on this subject from the OCPP Display Rack.

Targeting the Hidden Job Market Most jobs are not advertised or publicized, but are filled by word-of-mouth. To tap into this “hidden” job market, you must network and use informational interviewing. These techniques are effective. Pick up the handout in the OCPP Display Rack, consult the binder of articles in OCPP, and see Deans Thrasher or Kaplan to learn how to make these techniques effective for you.

No signs on walls, doors or windows. You may post notices in the Student Lounge. Obtain permission from Gloria Todd to post notices on the Administration Bulletin Board.

What's On The Docket? is a biweekly publication of the William & Mary School of Law produced during the academic year. All submissions (in either Microsoft Word or WordPerfect) are due to Cassi Fritzius, (Room 108) or by e-mail (cbfrit@mail.wm.edu) no later than 5:00 p.m. the Wednesday prior to the Friday publication date.

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