

The Legal Intelligencer

THE OLDEST LAW JOURNAL IN THE UNITED STATES

Legal Departments of the Year Nomination Form

INSTRUCTIONS: Use this questionnaire to nominate a Pennsylvania-based corporate legal department for *The Legal Intelligencer's* first annual Legal Departments of the Year awards.

The questions are grouped into the five categories for which recognition will be given:

- In-House Legal Work
- Outside Counsel Management
- Pro Bono and Community Service Efforts
- Diversity and Quality of Life
- Technology and Information Systems

We encourage you to answer for all five categories as fully as called for, or you may confine your answers to any one category or more in which you feel your department is strongest.

The questionnaire is a PDF file that may be saved and filled out in Adobe reader.

The spaces will expand to fit what you type. You may, but are not required to, submit supporting materials to amplify your answers.

QUESTIONS: Contact Magazines & Supplements Editor Jaime Bochet, 215-557-2368 or JBochet@alm.com.

DEADLINE: E-mail the completed form to JBochet@alm.com by **Friday, April 15, 2011**. Alternatively, completed forms may be mailed to Jaime Bochet, *The Legal Intelligencer*, 1617 John F. Kennedy Boulevard, Suite 1750, Philadelphia PA 19103; or faxed to her attention at 215-557-2301.

IDENTIFYING DATA	
Company:	
Headquarters:	
PA location of in-house counsel:	
Industry:	
Number of lawyers in PA:	
Number of lawyers worldwide (including PA):	

1. IN-HOUSE LEGAL WORK

In answering, please give specific details about what your in-house lawyers did in each case. You should limit yourself to accomplishments occurring in calendar year 2010, though you can include work done in prior years that contributed to the accomplishment.

a. Describe your most significant litigation activities in 2010, including pretrial achievements, trial victories, arbitrations and settlements.

b. Describe any unique strategies for multiple litigation matters, such as suits involving the same product.

c. Describe any out-of-the-ordinary non-litigation matters in 2010, such as working on a major M&A transaction or responding to a government investigation.

d. Describe any unique strategies for routine non-litigation matters, such as patent applications or employment contracts.

2. OUTSIDE COUNSEL MANAGEMENT

a. How do you choose outside counsel: on a case-by-case basis, by a preferred providers list or by some blend of the two? Please explain the reason for your choice of method.

b. Describe any innovative selection techniques to choose outside counsel that you used in 2010.

c. Describe any innovative fee arrangements that you reached with outside counsel in 2010.

d. By what percentage did your spending on outside counsel increase or decrease in 2010?

e. Describe any other major innovations in managing outside counsel that you've put into place.

d. Describe pro bono projects that your department worked on in 2010. Please provide the number of attorneys and amount of hours that were devoted to each project.

e. Describe any community service projects in which your department was involved in 2010. Please restrict your answers to work done by your department, as opposed to efforts by the corporation generally.

4. DIVERSITY AND QUALITY OF LIFE

a. What is the current percentage of women attorneys among your U.S.-based lawyers? Among your senior lawyers? How have these percentages changed from the previous year?

b. What is the current percentage of minority attorneys among your U.S.-based lawyers? Among your senior lawyers? (Please break down by category: African American, Hispanic American, Asian American and Other Minority American.) How have these percentages changed from the previous year?

c. Describe in detail how you encourage and reward diversity — both in your legal department, and among your outside law firms. Are you a signatory to the Call to Action?

d. Do you have a defined route for the advancement of your in-house lawyers? If so, describe.

e. Describe any innovative or flexible time arrangements for your in-house lawyers.

5. TECHNOLOGY AND INFORMATION SYSTEMS

a. Describe any innovative uses of technology and information systems that your legal department had in place in 2010, and what products have facilitated them.

THE BIG PICTURE

We know that we didn't ask about everything. Tell us about the things we missed. What's most special about your department?

SIGNING OFF

Name, title and contact information of person completing this form:

Name and contact information of general counsel: