UNIVERSITY of VIRGINIA SCHOOL of LAW
OFFICE of CAREER SERVICES
Fall 2004 Interview Date Reservation Form
www.law.virginia.edu/career

☐ OGI [ON-GROUNDS INTERVIEWS]
☐ CSC [CAREER SERVICES COLLECTS]
☐ CD [CONTACT DIRECTLY]

TO CONFIRM SCHEDULES PLEASE PHONE THE OFFICE OF CAREER SERVICES THE DAY BEFORE YOUR INTERVIEW DATE: 434-924-7349

P L E A S E T I P E:

EMPLOYER’S COMPLETE NAME:
____________________________________________________________________________________________

LOCATION(S) OF OFFICE(S) YOU ARE INTERVIEWING FOR:
____________________________________________________________________________________________
________________________________________________________________________________________________________________________

CLASSES TO INTERVIEW: 2L (Summer) ________ 3L (Permanent) ________ 3L (Summer) ________
[CHECK ALL THAT APPLY]
Foreign LL.M.'s (Permanent) ________ Foreign LL.M.'s (Practical Training Internship) ________

STREET ADDRESS: ______________________________________________________________________________________
____________________________________________________________________________________________________________________________________

URL (Internet Site Address):
___________________________________________________________________________________________________________

TOTAL NUMBER OF LAWYERS (All Offices): ___________ DAYS INTERVIEWING: ___________ INTERVIEWING ROOMS PER DAY: ___________

MATERIALS TO BE MADE AVAILABLE TO STUDENTS:

Firm Resume ________ (please send 3 copies by 05/15/04)
URL ________________________________________________________________

NALP Form ________ (please send 3 copies by 05/15/04)
Other _____________________________________________________________

CORRESPONDENCE SHOULD BE SENT TO:

Name: __________________________________________________________________________________________________________

Title: __________________________ Telephone: __________________________

E-Mail Address: __________________________ Fax: __________________________

NAME, TITLE AND STREET ADDRESS OF PERSON AT ADDITIONAL OFFICES TO WHOM STUDENT RESUMES SHOULD BE SENT:
__________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________

FEDERAL EXPRESS ACCOUNT NUMBER (Student resumes sent C.O.D. to employers): __________________________

Partnership ________ Incorporated ________ Tax Identification Number __________________________

2004 DATE PREFERENCES

INDICATE 1ST, 2ND, AND 3RD CHOICE FOR EACH PERIOD AVAILABLE BELOW. (Employers who interviewed here in Fall 2003 will have only one available interviewing period under our date rotation system; others will be assigned a period randomly and should give dates for each.)

UNAVAILABLE DATES: September 6, 8-14, 16-17; FALL BREAK: October 11-13

INTERVIEWING FEE: Non-refundable registration fee: $150. Firms of 100 or more lawyers (all offices): $600 first schedule and $400 other schedules; Firms of 21-99 lawyers: $400 first schedule, $200 other schedules; Firms of 20 or fewer lawyers: no additional fee. Public employers are exempt from all fees. Bills and description of cancellation policy will be sent with date confirmation.

CAREER SERVICES OFFICE USE ONLY

Date(s) Reserved: ___________________________________________ Date Confirmed: ___ / ___ / ___

Confirmed By: _____ Interviewing Rooms Per Day _____ Classes to be interviewed: ________________________________________________