

Directions: Please help us understand the skills you possess and your level of proficiency by checking the appropriate boxes below. If you checked any of the litigation or transactional sub-specialties please complete the Detailed Skill Sheet. If you check a highlighted sub-specialty complete the appropriate Detailed Skill Sheet. Thank You!

Name: _____

Date: _____

Legal Specialties Practice Areas

Litigation**

Exp.	Avg.	Beg.	
			Antitrust
			Admiralty
			Appellate
			Asbestos
			Aviation
			Bankruptcy (Chp11)
			Bankruptcy (Chp7,13)
			Civil
			Collections
			Commercial
			Construction
			Criminal
			Domestic Relations
			Employment
			Employee Benefits
			Environmental Law
			ERISA
			Governmental
			Healthcare
			Insurance Defense
			Intellectual Property**
			Copyright
			Patent
			Patent Prosecution
			Trademark
			Juvenile
			Labor Law
			Landlord/Tenant
			Medical Malpractice
			Premise Liability
			Personal Injury
			Product Liability
			RICO
			Securities
			Social Security
			Toxic Tort
			Torts
			Workers' Compensation
			Other:
			Other:

Corporate /Transactional**

Exp.	Avg.	Beg.	
			Aviation
			Banking
			Biotechnology
			Blue Sky
			Consumer Finance
			Contracts
			Commercial Lending
			Energy/ Utilities
			Entertainment
			Finance
			Franchise
			Immigration
			Intellectual Property**
			Copyright
			Patent
			Patent Prosecution
			Trademark
			International
			International Trade
			Investment Mgt.
			Lease Abstraction
			Licensing Agreements
			Mergers & Acquisitions
			Commercial Real Estate**
			Regulatory
			Residential Real Estate**
			Securities
			Tax Federal
			Tax State
			Trust & Estates
			Wills, Trusts & Estates
			Venture Capital
			Zoning, Planning, Land Use
			Other:
			Other:

Switchboard Experience

Exp.	Avg.	Beg.	
			AT&T
			Dimension
			Horizon
			NEC
			Toshiba
			Other

Line Can You Handle? _____

Misc. Skills

Exp.	Avg.	Beg.	
			Dictaphone
			Notary Public
			Shorthand
			Languages (list)
			1 _____
			2 _____

Transportation

Must Have Marta Access

Keyboarding Skills

Typing

Exp.	Avg.	Beg.	Speed WPM

Data Entry

Exp.	Avg.	Beg.	
			5000 KSM or less
			5000 -10000 KSM
			10000+KSM

Software Skills

Word Processing

Exp.	Avg.	Beg.	
			Amicus
			AmiPro
			Ms- Word 6.0
			Ms- Word 8.0
			Ms- Word 7.0
			Ms- Works
			WordPerfect 5.2 - WIN
			WordPerfect 6.1 - WIN
			WordPerfect 7.0 - WIN
			WordPerfect 8.0 - Corel
			WordPerfect 2000

Spreadsheets /Database

Exp.	Avg.	Beg.	
			Access
			Excel
			Lotus 1-2-3
			Lotus Notes
			Paradox
			ACT
			Goldmine

Graphic/Presentation

Exp.	Avg.	Beg.	
			Adobe
			Freelance
			PageMaker
			PowerPoint
			Harvard Graphics

Accounting Software

Exp.	Avg.	Beg.	
			Great Plains Accounting
			Elite
			Electronic Billing
			Payroll /HR
			ADP
			Ceridian
			Peoplesoft
			Quicken
			Quick Books
			Time Slips

Misc. Software

Exp.	Avg.	Beg.	
			Macintosh
			Windows

Legal Software

Exp.	Avg.	Beg.	
			Coding
			Concordance
			Cross Reference
			Docufind
			Docs Open
			Dowfind
			In Magic
			Landtech
			Lease Abstraction
			PC Docs
			Soft Solutions
			Summation
			TABS

****Complete Detailed Skill Sheet**

Education Information

Check all that apply

- High School Degree
- Two-year Associates Degree
- Four-year Bachelors Degree
- Masters' Degree
- ABA Approved Paralegal Certificate
- Non-ABA Approved Paralegal Cert.
- JD ABA Approved
- JD Non ABA Approved
- LLM Program

State BAR (list state and date taken)

State	Date Taken
_____	_____
_____	_____
_____	_____
_____	_____
<input type="checkbox"/> Patent /Trademark Bar (USPTO)	

Litigation Detailed Skill Sheet

1. How many years of experience do you have?

2. What areas of litigation have you worked?

3. Plaintiff or Defense?

4 What types of documents are you familiar with?
Please check the document and experience level.

Exp.	Avg.	NA	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	summons
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	complaint
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	motions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	affidavits
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	answers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	subpoena
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	notices
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	requests
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	interrogatories
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Others List: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

5. Where have attorney /firms you worked for practiced?

- Federal Court
- State Court
- Municipal Court

6. What level of responsibility were you given with documents in question #4?

7. In what stages of litigation where you involved in?

8. Have you ever worked on appeals? To what extent?

9. What other experience or capabilities do you have in the litigation area?

10. Anything else you would like for us to know?

Transactional /Corporate Detailed Skill Sheet

1. How many years of experience do you have?

2. What areas of corporate law do have experience in? How many years of experience do you have? How would you rate your skill level?

	Expert	Average	No Exp.	Yrs Exp.
Mergers & Acquisitions				
Securities				
Contracts				
Tax				
ERISA				
Finance				
Other:				

3. What types of documents do you have experience reviewing?

	Expert	Average	No Exp.	Yrs Exp.
Leases				
Partnerships				
Contracts				
Applications				
Articles of Incorporation				
Designation of registered agent				
Letters To Sec of State				
UCC Filings				
By Laws				
Minutes				
Other list:				

4. Were you responsible for maintaining corporate files? Is so what type?

5. Describe your day to day responsibilities.

6. What other experience or capabilities do you have in this area?

Commercial Real Estate Detailed Skill Sheet

1. How many years of experience do you have?

2. What types of documents are you familiar with?

3. Since these documents vary from state to state what states are you familiar with?

	Expert	Average	No Exp.
Warranty deed			
Deed of trust			
Deed of trust note			
Settlement sheets			
Installment deeds			
Quick Claim Deeds			
Surveys			
Titles			
Closings			
Loans			
Other:			

	Expert	Average	Yrs. Exp.
Georgia			

4. Do you have red-lining experience? Yes NO

5. To what extent have you done commercial sale and purchase transactions and what was your role in each?

6. Do you have any experience in..

	Expert	Average	No Exp.	Yrs. Exp.
Leasing				
Lending				
Real Estate Investment Trusts				
Other:				

7. What other experience or capabilities do you have in this area?

Residential Real Estate Detailed Skill Sheet

1. How many years of experience do you have?

2. What types of closing documents are you familiar with? List the documents below and rate your level of responsibility.

Doc. Name	Level Responsibility		
	Total	Intermed	Low
Preclosing:			
Closing:			
Post Closing:			

3. Since these documents vary from state to state what states are you familiar and an expert in?

Georgia	Expert	Average	Yrs. Exp.

4. Does your firm / experience represent the seller or buyer or both?

5. Are you proficient in Landtech? Yes NO What version of are you familiar with? DOS Windows

How many years of experience do you have with Landtech?

6. Have you put together a loan package? Describe your experience do this.

7. What other experience or capabilities do you have in this area?

Intellectual Property Detailed Skill Sheet

1. How many years of experience do you have? Describe your experience.

2. What areas of IP are you experienced in? How many years of experience do you have?

	Expert	Average	No Exp.	Yrs Exp.
Copyright				
Copyright Litigation				
Trademark Prosecution				
Trademark Litigation				
Patent Litigation				
Patent registration				
Patent prosecution				
Software licensing				
Biotech				
Other list:				

3. What types of documents are you familiar with?

Doc. Name	Level Responsibility		
	Total	Intermed	Low

4. What types of filings have you done?

5. Are you familiar with USPTO procedures, guidelines and dead lines?

6. What other experience or capabilities do you have in this area?