Ensuring Summer Success Part 2: Perfecting Research Skills

SHINE this summer!

Thursday, March 22nd
12:30pm - 1:30pm

Pauli Murray Suite
10 Pathway Points

Wherever you land this summer, you’ll spend a lot of time doing legal research, and be expected to hit the ground running!

Your friendly law librarians have a proven track record of coaching HUSL students, and want to help you polish your skills. Join us as we give a refresher on how to manage research assignments this summer. We’ll reflect on our past experiences in the firm and corporate world working with summer associates, and offer advice collected from HUSL students who have come before you.
http://library.law.howard.edu/index#resguides
MANAGING YOUR LEGAL RESEARCH ASSIGNMENTS THIS SUMMER

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March 22, 2018
• Make sure you understand what you're being asked to do.
• Write down your assignments as they are given to you.
• Don't reinvent the wheel.
• There is no such thing as a draft.
• Never ignore deadlines.
• Make your work product outstanding.

Universal Basic Tips
You’ll be expected to understand basic research skills.

- Codification of public laws into state or federal statutes
- Checking pocket parts or the date through which online sources are updated
- Administrative regulations
- How to rely appropriately on the web
- How to assess *Lexis* and *Westlaw* costs
- Secondary legal sources, such as treatises, bar journals, etc.
- A clear understanding your research assignment
PRACTICAL STEPS TO FOLLOW

Before you leave here

When you arrive at your summer job

As you are working throughout the summer
Before you leave here

- Review your state's court and legislative structure.

- Take your *Bluebook* and your legal research textbook with you.

- Take a list of nearby law school libraries, including hours of operation.
When you arrive at your summer job

• Find out the Lexis, Westlaw or Bloomberg Law pricing and billing structure.

• If your firm or agency has a reference librarian, introduce yourself, apart from orientation.

• Take a careful look at their library holdings.
As you are working throughout the summer

• Develop a consistent strategy for your legal research.

• For all assignments, simple or complex, keep track of your steps and your time.
Step 1

- How will your work product be used?
- Why are you being asked to do it?
- What is your deadline?
- Is the research limited to one jurisdiction?
- Will the supervising attorney want any of the raw research materials you relied on?
- Is it okay to use Lexis, Westlaw or Bloomberg Law for this client?

Make sure you understand the research question.
Step 2

- Review the facts - who, what, when, where?
- Identify the Issues - cause of action or legal theory, is there a defense, relief sought? Frame the questions that will guide your research.
- Determine jurisdiction.
- Identify your Search Terms.

Develop your research plan.
Familiarize yourself with the area of law:

- Law Review Articles – *HeinOnline, Lexis*, or *Westlaw*
- Treatises – check the firm's catalog, *ALRs, Restatements*, Hornbooks, Nutshells
- Loose-leaf services – CCH, BNA
- Practice Materials – CLE, Practice Manuals, Formbooks

Secondary Sources
Understand and frame the issues.

Step 4

• Evaluate your research so far... apply the facts to the law... which are the crucial facts in your case that support your developing legal theory?
Statutes and Cases

- Look for primary authority first. If no luck, try and find persuasive authority.
- Is there a statute on point?
- Are there also administrative regulations?
- Are there cases on point?

Steps 5 & 6
• Re-evaluate and re-analyze the issues.

• In the course of your research you may have come across a new issue. If so, go back to make sure you didn't miss anything now that you are familiar with the area of law you are researching.
Update and verify authorities.

Step 8

- Update your authorities using pocket parts, advance sheets, and checking online.
- Use a citator to make sure you are citing good authority.
Your summer job is actually one long interview.
THINK OF IT THIS WAY:

They are not judging, they’re gauging.
What they’re gauging is your judgment.

Put your best foot forward.
Clothes and other forms of communication...

*Match your employer’s tone.*

Put your best foot forward.
Always remember your firm’s point of view:

• You don't own your desk, you don't own your chair, you don't own your e-mail.

• Most large firms randomly check e-mails and internet caches, and you will not be exempt from this.

• Their concern is their liability for hostile environment suits.

Put your best foot forward.
ESSENTIALS:

• Common Sense
• Common Courtesy

Put your best foot forward.
SUMMER & POST-GRADUATION USAGE TERMS

WESTLAW
Students may use their HUSL Library-issued academic accounts for the following academic purposes:
- Summer law school classes and study abroad programs
- Law Review and Journal, including writing competitions
- HUSL Research Assistantships
- Moot Court
- Unpaid internship/externship
If one of the above describes your summer activities, continue to use your current HUSL Library-issued Westlaw academic account.

Students with summer employment in law firms, corporations, government agencies and alike should not use their academic account for research and must use their employer issued account.

Graduating students can extend access through November, if graduating in May.

To extend access through November, use the Grad Elite pop-up banner by going to www.lawschool.weblaw.com

Questions about access & usage limitations can be directed to our Westlaw account representative, Kyla Stone at kyla.stone@thomsonreuters.com.

BLOOMBERG LAW
HUSL Library-issued Bloomberg Law accounts remain fully active over the summer for registered law students, including access for research conducted during summer employment.

HUSL graduates automatically keep full access to Bloomberg Law through their academic account for 6 months following graduation.

For additional information, contact our Bloomberg Law representative, Peter Vaughan, at pvaughan@bna.com.

LEXIS
For summer 2017, Lexis offers HUSL students unlimited use of Lexis Advance for any research purpose, educational or commercial/job related. No additional steps are necessary for access, simply use your HUSL Library-issued Lexis Advance account.

HUSL students graduating in May 2017 automatically retain full access to Lexis. The Lexis view will change in July to reflect graduated status, and access will extend to December 31, 2017.

Questions can be directed to our Lexis account executive, Adonica Black, at adonica.black@lexisnexis.com.
How to Have a Successful Summer – Research Tips Summary

• Plan your research strategy
• Make sure you understand your assignment; take careful notes
• Know who your firm Librarians are and what they do – and use them

Remember, they are expecting you and they are prepared to help you!

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