

# Office of Professional Development Newsletter

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## Jobs of the Week

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  Coordinating Committee Directory of Members - Now Available in the OPD
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## **Upcoming Programs**

## **RSVP POLICY**

Please note The Office of Professional Development's RSVP Policy:

The Office of Professional Development will be following a strict RSVP policy for the 2018-2019 school year. Any programming put on by OPD that advertises that pizza or food will be provided, requires an RSVP by the date listed. OPD will only order food for those that RSVP by the deadline. This includes required programming, such as mandatory class meetings, specifically whether you are attending at 11:50am or 5:15pm.

Additionally, other programming such as networking events or events with alumni involvement, may list a required number of RSVPs by a certain deadline to go forward. If the number is not reached, the event may be canceled. Please RSVP to these events as soon as you know you will be able to attend.

RSVP early, often, and encourage your friends!

## **OPD Evening Hours**

The OPD staff is available in the evenings by appointment. If you would like to make an appointment, please contact us at <u>opd@utoledo.edu</u> or 419-530-2851.

- Wednesday June 5
- Tuesday, June 25
- Monday, July 15

## **Professional Development Activities**

We are placing additional emphasis on professional development this year, and we will continue to add professional development offerings throughout the rest of your law school career. Below are opportunities open to all students and participation in the activities is strongly encouraged.

Please reach out to OPD if you have questions, suggestions, or need help finding an activity that fits within your schedule.

#### **Toledo Bar Association Pro Bono Clinics**

The Toledo Bar Association has many pro bono clinics coming up in the near future. You can register to volunteer <u>here</u>. Once you register, email Michelle

Tussing to let her know you are a student.

**Note**: If you sign up, you are committing to participate, if you can no longer participate for any reason, you must inform Michelle Tussing as soon as possible. Michelle's email is <u>MTussing@toledobar.org</u>

#### Student Business Cards Available for Purchase

Law students may want to purchase business cards for networking opportunities throughout the year. Student business cards are available for purchase at the UToledo Copy Center on the <u>first-floor of the Student Union, Suite 1550</u>. Orders can *only* be placed in person. The Copy Center uses a standard student business card template with the official University logo. Cost is \$18.23 for 50 cards. Students can only pay by cash or credit/debit card at this time. After your order is placed, pickup will be available within 24 hours during regular business hours (Monday-Friday, 8 am–5 pm).

## **Job Fairs**

Indybar Diversity Job Fair 2019 Student Registration NOW OPEN!

The 12th annual Indianapolis Bar Association Diversity Job Fair has a strong

history of success. More than 700 students from 32 states and 86 law schools across the nation have interviewed over the last twelve years. Over 50 percent of interviewing students received callbacks for second interviews as a result of the 2018 job fair.

Over the course of 24 hours, there will be:

- Numerous networking opportunities available for students through a reception, interviews and a luncheon
- More than 25 firm, government, court and corporate legal employers conducting hundreds of interviews with students
- A workshop to help interviewing students prepare for success

#### About the Diversity Job Fair

We seek candidates who represent all aspects of diversity and who are looking for a one-of-a-kind legal community in a Midwestern city that has both cosmopolitan style and small-town charm. We invite fall 2019, full-time 2L law students (graduating May 2021) or part-time 2L and 3L law students (graduating December 2021/May 2022) to participate in the fair.

#### Student Registration NOW OPEN!

Following registration, students will be provided with automatically-generated passwords that will allow them to use the system throughout the next few months. This link and password will be different than those used by the students for OCI at each law school.

**The student registration deadline is June 19, 2019.** Only students who have registered, bid and obtain interviews can participate in Diversity Job Fair events.

Register: <u>https://law-indybar-csm.symplicity.com/students/?signin\_tab=0</u>



50% of students received second interviews.

**19** employment offers made to date!

Tuition & travel scholarships available!

29

legal employers including firms, government agencies and courts conducted interviews at the 2018 Diversity Job Fair.

## **STUDENT REGISTRATION IS NOW OPEN!**



## FOR MORE INFO VISIT: INDYBAR.ORG/DIVERSITYJOBFAIR

\*The Diversity Job Fair is open to diverse, fall 2019, full-time 2L law students (graduating May 2021) or part-time 2L or 3L law students (graduating Dec. 2021/May 2022).



KANSAS CITY METROPOLITAN BAR ASSOCIATION'S





# AUGUST 9TH & 10TH

## **NEW LOCATION**

Kansas City Metropolitan Bar Association 2300 Main Street, Suite 100 Kansas City, Missouri 64108

STUDENT INFORMATION

## REGISTRATION INFORMATION

#### Who May Register

All 2L (graduating in 2021) and 3L (graduating in 2020) Law Students and 2019 Law Grads who consider themselves diverse are invited to participate regardless of race, ethnicity, gender, gender identity, religion, age, sexual orientation, national origin, veteran status or disability.

#### How to Register

To register for the event, please visit https://law-kcmbacsm.symplicity.com/students/. Registration deadline is June 28, 2019. There is no fee for students to register.

#### Early Bird Registration

Early bird registration deadline is May 31, 2019. All registrations received on or before May 31 will receive an extra entry for one of our doorprizes. The drawing will take place at Saturday's Keynote Luncheon. You must be present to win.

#### Hotel Registration

The Job Fair will be held at Kansas City Metropolitan Bar Association. The Heartland Diversity Legal Job Fair will have a limited number of hotel rooms on Friday, August 9th at an area hotel reserved for students who reside more than 50 miles from Kansas City. Rooms will be \$50, and are available on a first come, first serve basis. Room arrangements must be made through HDLJF and not directly with the hotel. If you are interested in reserving a room, please contact Erin Cook at ecook@kcmba.org or by calling (816) 474-4322. Once all rooms are reserved, normal hotel rates will apply.

#### Location

KCMBA Headquarters 2300 Main Street, Suite 100 Kansas City, MO 64108

## SCHEDULE OF EVENTS

#### Friday, August 9, 2019

KCMBA Headquarters 4:00-7:00pm 4:30-5:30pm 5:30-7:00pm

Student Registration Diversity Panel Welcome Reception

#### Saturday, August 10, 2019 KCMBA Headquarters

7:30am 7:30-8:30am 8:30-12:00pm 12:00-1:30pm 1:40-4:30pm

Employer/Student Registration Employer Room Setup Employer Interviews Keynote Luncheon Employer Interviews

## IMPORTANT DATES



Student Registration opens



Early Bird Registration Deadline



Student Registration Deadline



Student Bidding Begins



Hotel Room Reservation Deadline



AUG

9-10

Cancellation Deadline

#### HDLJF



#### NATIONAL BLACK PROSECUTORS ASSOCIATION 36th ANNUAL CONFERENCE AND JOB FAIR

Encourage, Empower & Engage: Black Prosecutors Serving as Agents of Soci. Atlanta, Georgia July 14, 2019 – July 20, 2019

NBPA EXECUTIVE COMMITTEE:

PRESIDENT KEITH LAMAR, JR. Deputy District Attornsy Office of the Fulton County District Attorney Atlanta, Georgia Keith Jaccomf followerstein and

(404) 840-3624

VICE PRESIDENT OF PROGRAMS STERRA WALLACE Assistant State's Attorney Cook County State's Attorney's Office Chicago, Illinois sienra wallacesficeockcountyil.gov (773) 674-6945

VICE PRESIDENT OF PLANNING ERIKA L. GILLIAM-BOOKER Assistant State's Attorney Cook County State's Attorney's Office Chicago, Illinois planningblackprosecutorsorg@maxil.com (773) 674-2758

VICE PRESIDENT OF MEMBERSHIP JESSE GIDDINGS Assistant State's Attorney Hartford State's Attorney's Office Hartford, Connecticut membershipblickprosecutorsorg@gmail.com (860) 566-5996

SECRETARY ADARA L. COMBS Assistant District Attorney Philadelphia District Attorney's Office Philadelphia, Pennsylvania secretaryblackprosecutorycog@gmail.com (215) 686-6000

TREASURER RONALD GATHE, JR. Section Chief Assistant District Attorney 19<sup>6</sup> Judicial District-East Baton Rouge Parish Baton Rouge, Louisiana treasurerblackprosecttorsog@gmusil.com (225) 389-3562

IMMEDIATE PAST PRESIDENT WILLIAM JORDEN Assistant District Antornay 19<sup>43</sup> Judicial District-East Baton Ronge Parish Baton Ronge, Louisiana William Lorden/Jaborda.org (225) 389-3400

JOB FAIR CHAIRPERSONS AUDREY S. MOORE Executive Assistant District Attorney Chief Divenity Officer Chief of Special Victims Bureau New York County District Attorney's Office New York, New York (212) 335-4300

TANYA C. APPARICIO Deputy Chief Domestic Violence Unit Special Victims Bureau New York County District Attorney's Office New York, New York (212) 335-4300

CLE CHAIRPERSON CARMEN LINEBERGER Assistant United States Attorney United States Attorney's Office Southern District of Florida Forr Piarce, Florida (772) 466-0899 carmen lineberger@undoi.gov Dear Prospective Job Fair Participant:

The National Black Prosecutors Association (NBPA) cordially invites y participate in our Annual Job Fair on Wednesday, July 17<sup>th</sup> at the Omni Atlanta at CNN Center, in Atlanta, Georgia. The goal of the National Black Prose Association's (NBPA) Job Fair is to promote diversity in prosecutors' offiproviding a forum where law students, recent law graduates, and experienced att from across the nation can meet and interview with prospective prosec employers at the local, state, and federal levels.

February 25

The NBPA, established in 1983, is a professional member organization compriover 800 prosecutors. Our mission is to recruit, train, and advance the care minority attorneys as prosecutors at all levels of government. Our annual convserves, not only as a job fair forum, but as a comprehensive legal training progr prosecutors. This year's 36<sup>th</sup> Annual Conference will run from July 14, 2019 i 20, 2019.

The Job Fair begins at 8:00 am with registration and check-in; interviews com at 9:00 am. The early registration fee for the Job Fair is \$25 for law students an law school graduates, and \$50 for experienced attorneys. Starting May 1<sup>st</sup>, the 1 Job Fair registration fee is \$50 for law students and 2019 law school graduate \$75 for experienced attorneys. On June 1<sup>st</sup>, the Job Fair registration fee increa \$100 for law students and the class of 2019, and \$200 for experienced attorney attorneys attorneys.

In addition to the Job Fair reception, all Job Fair participants are invited to attend career seminar entitled "Strategies for a Successful Interview". The seminar wi place on Tuesday, July 16<sup>th</sup>, from 4 pm to 5 pm at the Onnii Atlanta Hotel at Center, and will provide Job Fair participants with effective interviewing strate

Job Fair attendees are also welcome to attend the entire conference. Registrati the Annual NBPA conference is separate from the Job Fair registration. Studer 2019 law school graduates are invited to attend Conference seminars for However, other events, such as luncheons, dinners and receptions, must be paseparately. For experienced attorneys and/or licensed attorneys, the conf registration is \$450. Beginning March 1, the conference rate increases m through July 2019. The conference registration fee includes all seminars, lunc dinners, and receptions. Please visit the NBPA website at <u>www.blackprosecutu</u> for additional information about conference registration.

National Black Prosecutors Association 1507 East 53<sup>rd</sup> Street Suite 108 Chicago, Illinois 60615 www.blackprosecutors.org See OPD for application PDF.

Legal Programs, Scholarship, and Contests

# ~ Cocktails with Clerks ~

Eastman & Smith Ltd. invites all Toledo area law clerks and young lawyers to join us for a Toledo Bar Association

Young Lawyers Committee Summer Clerk Event.

When: Wednesday, May 22, 2019

Where: Pizza Papalis - 519 Monroe Street

Time: 5:00 - 7:00 p.m.

RSVP by Monday, May 20, 2019 to:

Debbie Lewis at dllewis@eastmansmith.com

Sponsored By:

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YOU AND A GUEST

ARE INVITED TO THE

Summer Clerks



Wednesday, **JUNE 5, 2019** 5:00 - 7:00 pm

#### RSVP

to Rachel Flippo at the Toledo Bar Association. 419-242-9363 or rflippo@toledobar.org by May 29, 2019

#### ONE MARITIME PLAZA

REMARKS AT 6:00 PM

720 Water Street Toledo, Ohio 3rd Floor Patio

#### TOLEDO BAR ASSOCIATION

311 NORTH SUPERIOR STREET . TOLEDO, OHIO . 419-242-9363 . TOLEDOBAR.ORG

## Jobs of the Week

Below are a few select job postings for 2L and 3L/4L students. For the full posting and to view other positions go to <u>Symplicity</u>. Apply as soon as possible!

Legal Intern, Summer 2019 (10578)

Biomet, Inc - Warsaw, Indiana United States

Position will provide an opportunity to gain hands-on experience related to areas of the legal de litigation and marketing team support. Principal Duties And ... <u>view details</u>

Legal Operations Intern (10480)

General Electric Aviation - Cincinnati, Ohio

**United States** 

Role Summary The Legal Operations Intern will report to the Director of Legal Operations. The L Director of Legal Operations whose primary responsibilities will be ... <u>view details</u>

Michigan Department of State - Legal Services Intern (10576)

Michigan Department of Transportation (Lansing, MI) - Lansing, Michigan

**United States** 

With questions or for more information about the State of Michigan Internship Program, please Overview Accepting Applications For Summer 2019 The Legal Services Administration ... view de

#### Legal Intern (10614)

Beam Dental (Columbus, OH) - Columbus, Ohio United States

Beam Dental is seeking applications for a legal intern position for summer 2019. Type of Work: Contracts: centralize existing contracts, assess/document termination requirements - Research,

Attorney (10585) MedPro Group - Fort Wayne, Indiana United States

MedPro Group, national leader in healthcare professional liability insurance, is seeking an attorr counsel to its business divisions on legal, compliance, coverage, regulatory ... <u>view details</u>

Law School Academic Success Tutor (10588)

The University of Toledo College of Law - Toledo, Ohio United States

Law School Academic Success Tutor Position Tutoring Location - UT Law Center, suite 2008 Acad with other law school students on a wide range of ... <u>view details</u>

Legal Intern (10586) MedPro Group - Fort Wayne, Indiana United States

Summer Legal Intern MedPro Group, national leader in healthcare professional liability insuranc business divisions provide a host of products and services to virtually all ... <u>view details</u>

Fall 2019 Litigation Intern (10593)

National Resources Defense Council - Washington, District of Columbia United States

Fall 2019 Litigation Intern Job LocationsUS-DC-Washington Posted Date (4/24/2019 2:30 PM) Jo Openings 1 Group Litigation [103000] Overview The Natural Resources Defense Council (NRDC

Governor's Summer Intern - Legal (DWD) (10592)

State of Indiana (Indianapolis, IN) - Indianapolis, Indiana

**United States** 

Governor's Summer Intern - Legal (DWD) Date Posted: Apr 27, 2019 Requisition ID: 696 Locatic Indiana Grow your career with the State of Indiana! With more than ... <u>view details</u>

Legal Department Intern (10597) NetJets (Columbus, OH) - Columbus, Ohio United States

Job Description Interns are assigned special projects and various other duties that are intended work experience and industry insight. Interns will perform meaningful work ... view details

Workers' Rights Paralegal (10639)

Michigan Immigrant Rights Center - Multiple Locations

JOB ANNOUNCEMENT: Workers' Rights Paralegal The Michigan Immigrant Rights Center (MIRC) immigration advocates across Michigan with offices in Ypsilanti, Detroit, Grand Rapids, ... view d

Workers' Rights Staff Attorney (10638)

Michigan Immigrant Rights Center - Multiple Locations

JOB ANNOUNCEMENT: Workers' Rights Staff Attorney The Michigan Immigrant Rights Center (N immigrants and immigration advocates across Michigan with offices in Ypsilanti, Detroit, Grand

Staff Attorney (10635)

Ohio Sixth District Court of Appeals (Toledo, OH) - Toledo, Ohio United States

Staff Attorney Position Attorney sought for full time position of staff attorney with the Ohio Sixt assigned to Judge Arlene Singer. Duties include research ... <u>view details</u>

Assistant Prosecutor (10619)

City of Toledo Department of Law - Toledo, Ohio United States

Job Title: Assistant Prosecutor Opening Date/Time: Mon. 04/29/19 12:00 AM Eastern Time Closi Eastern Time Salary: \$24.04 - \$26.44 Hourly \$50,000.00 - \$55,000.00 Annually ... <u>view details</u>

Associate Attorney (10606)

Shinners & Cook, P.C. (Saginaw, MI) - Saginaw, Michigan

United States

Associate Attorney Shinners & Cook, an established law firm is seeking an Associate Attorney for region law firm specializes in business, real ... <u>view details</u>

Law Clerk/Bailiff (10623)

10th Circuit Court Saginaw (Saginaw MI) - Saginaw, Michigan United States

LAW CLERK / BAILIFF Position SALARY: Court - Judge Janet M. Boes START DATE: \$41,659.00 - \$51,976.00 Annually DE July 1, 2019 APPLICATION DEADLI

Associate Attorney (10605)

Critchfield Critchfield & Johnson (Wooster, OH) - Millersburg, Ohio United States

Critchfield, Critchfield & Johnston, Ltd. is recognized as one of the best law firms in the country with war era. With over 40 ... view details

#### Attorney (10631)

Legislative Service Bureau (Lansing, Michigan) - Lansing, Michigan United States

GENERAL DESCRIPTION OF DUTIES This employee functions as a staff attorney serving as nonpai Legislature. The Attorney position includes assisting legislators and their staff in ... view details

#### Legal Intern (10622)

Shiloh Industries, Inc. (Plymouth, MI) - Plymouth, Michigan

**United States** 

https://wfa.kronostm.com/index.jsp?SRCSEQ=postingSearchResults&locale=en\_US&applicationName=ShilohIndustriesIncKTMDReqExt&SEQ=jobDetails&POSTING\_ID=88645092POSITION TYPE:153Legal Intern\_Overview Date Posted:5/3/2019Summer, InternshipLocation:PTC Address:47632Halyard Dr. City:PlymouthPOSTING DATE:State:MI Country:United States of AmericaMay 09, 2019Category:Coop/Internships Description\_Essential Dutiesand ... view detailsMay 09, 2019

Staff Attorney 2 (10618)

Lucas County Children Services - Toledo, Ohio

**United States** 

http://co.lucas.oh.us/Jobs.aspx?UniqueId=119&From=All&CommunityJobs=False&JobID=Staff-/ Twitter Email Lucas County Children Services (Toledo, Ohio) is seeking a Staff Attorney 2, for the ACCOUNTABILITIES: To ensure quality and timely ... <u>view details</u>

Attorney 1 (10630)

Metra (Chicago, IL) - Chicago, Illinois

**United States** 

<u>https://wfa.kronostm.com/index.jsp?SRCSEQ=postingSea</u> POSITION TYPE: <u>rchResults&locale=en\_US&applicationName=MetraKTMD</u>Full-time ReqExt&SEQ=jobDetails&POSTING\_ID=88769034020POSTING DATE:Attorney 1Overview Please do not use the browser backMay 14, 2019button while completing the application. DatePosted:5/13/2019 Posting End Date:6/13/2019Location:Non Unions City:Chicago State:... view details

Assistant Public Defender (10624)

Clinton County Ohio Public Defender - Wilmington, Ohio United States

The Clinton County Ohio Public Defender is seeking an Assistant Public Defender for immediate misdemeanor, and felony court cases. Candidates must be attorneys ... <u>view details</u>

Trial Attorney (10625)

Allstate Insurance Company - Flint, Michigan

**United States** 

Trial Attorney - Flint, MI Apply now » Date Opened: Apr 29, 2019 Location: Flint, MI, US Compar people build rewarding careers. Think that working in the insurance ... <u>view details</u>

Documentation Associate II (10641)

Fifth Third Bank - Cincinnati, Ohio United States

Fifth Third Bank Job Description DIVISION: Payments and Commerce Solutions JOB CODE: 13604 TITLE: Documentation Associate II GENERAL FUNCTION: Reviews and negotiates complex agreer

#### Attorney (10633)

Arkansas Game and Fish Commission - Little Rock, Arkansas

**United States** 

https://jobs.agfc.com/postings/posting/1115/ ATTORNEY | AGFC ATTORNEY Dates: Advertisem Closes: May 29, 2019 Full Time: Yes Salary: \$56,039.00 - \$56,039.00 Annually Minimum Educatic ... view details Legal Intern (10632)

Harris Health System - Houston, Texas United States

https://jobs.harrishealth.org/legal-intern-supplemental/job/11126281 Legal Intern/Supplement Health Choice, Inc. (Community) is a non-profit managed care organization (MCO), licensed by t ... view details

Associate Attorney or Summer Clerk (10510)

Wagner, Maurice, Davidson & Zook Co. LPA (Urbana Ohio) - Urbana, Ohio United States

Associate Attorney or Summer Clerk Wagner, Maurice, Davidson & Zook Co. LPA, a small law firr to begin employment in the summer ... <u>view details</u>

#### 2020 Summer Associate (10628)

Vorys, Sater, Seymour and Pease LLP (Akron, Cincinnati, Cleveland, Columbus) -

Multiple Locations

Toledo Law Resume Collect Vorys, Sater, Seymour and Pease LLP is seeking second-year law stur the Summer of 2020. The positions require strong analytical, research, ... <u>view details</u>

Metuchen NJ Public Defender Volunteer Internships (10204)

Metuchen Public Defender (Edison, NJ) - Edison, New Jersey

**United States** 

Metuchen NJ Public Defender Volunteer Internships available The Public Defenders provide Indi serious motor vehicle charges with free or limited cost legal defense. The Public ... <u>view details</u>

## **General Info**

Join a bar association! Getting to know your local bar association and their members is a great way to network with attorneys. Some bar associations are even free for law students.

American Bar Association

Columbus Bar Association

**Cleveland Bar Association** 

**Detroit Bar Association** 

Ohio State Bar Association

Federal Bar Association

State Bar of Michigan

Toledo Bar Association - Join the bar by filling out this application

#### Toledo Women's Bar Association

#### Washtenaw County Bar Association

#### Find archived newsletters here

#### Comprehensive Fellowship Guide – Now Available on PSJD

The 2017-2018 edition of the <u>Comprehensive Fellowship Guide</u> is now available online on PSJD. The Guide provides a portal to the database, which features over 300 fellowship opportunities. Because the Guide is available online, it will always reflect the most recent updates and is available to job seekers and career development offices 24/7. PSJD also provides tips on applying for <u>fellowships</u> as well as a <u>primer</u>, including how to search by fellowship type, geographic location, or deadline. Many fellowship application deadlines are quickly approaching.

# 2018 AFL-CIO Lawyers Coordinating Committee Directory of Members - Now Available in the OPD

This directory contains contact information about national and local union legal departments, as well as firms that practice union-side labor law. If you are interested in using this resource, stop by the OPD or e-mail <u>opd@utoledo.edu</u>.

#### **Bar Exam Info**

For links to state bar exam websites, <u>click here</u>.

**Ohio Bar Exam Info** 

#### MORE ABOUT OHIO DEADLINES

#### 2019

July 30 - Aug. 1	Administration of the July 2019 bar examination
Aug. 15	<b>Deadline:</b> Late Application to register as a candidate for the February 2020 bar examination
Oct. 25	Release of the results of the July 2019 bar examination
Nov. 1	Deadline: Application to take the February 2020 bar examination Note: The dates for the February 2020 bar examination are Feb. 25, 26, and 27
Nov. TBD	Admissions Ceremony for successful July examinees who have met all admission requirements The Nov. TBD Bar Admissions ceremony will be recorded as a service for the newly admitted attorneys, their families and guests. The video will contain coverage of the entire event, including all speakers and the presentation of wall certificates. This video can be viewed in the <u>Supreme Court video</u> <u>archive</u> .
Nov. 15	<b>Deadline:</b> Timely <u>Application to Register as a Candidate for Admission</u> to the Practice of Law (for applicants in the second year of law school)
Dec. 10	Deadline: Late Application to take the February 2020 bar examination

IMPORTANT: Every applicant who intends to take the Ohio bar examination shall file with the Office of Bar Admissions of the Supreme Court an Application to Register as a Candidate for Admission to the Practice of Law by November 15 of the applicant's second year of law school. (*This means in your second year of law school, whether you are on the Full-Time or Part-Time track, no matter when you plan to graduate!*) Click here for more details.

## Michigan Bar Exam Info

MORE ABOUT MICHIGAN DEADLINES

#### DEADLINES FOR OTHER STATES VARY, PLEASE CHECK WITH THE STATE IN WHICH YOU PLAN TO TAKE THE BAR EXAMINATION FOR MORE DETAILS.



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