Interview Prep Tip Sheet

Alumni Searches

Find & connect with alumni to build your network & create opportunities!

1. Search the name of your school using quotes. Example: Type “New York University School of Law” in the Red Search Box. (TIP: You can search using your undergrad or law school).

2. Select Directories (under Category), and filter by attorney, judge & business leader directories.

3. Narrow the results by jurisdiction, practice area or additional terms using the Narrow By filters.

Employer Research

Search by organization or attorney for background on potential employers!

1. In the Red Search Box, search the name of the employer or individual attorney.

2. Search the name of an employer in quotation marks to get the most relevant results (e.g. “harris beach”).

3. If searching an individual attorney, use the /2 connector (e.g. charles /2 whitebread)

Search Case Law – Familiarize yourself with important cases of the firm or attorney.

1. Select the Cases Content Category (this may be your default).

2. Use the Law Firm (or Attorney) filter in the Narrow By section and select your firm.

3. Use the Sort By menu on the top right to view the most recent cases from that firm.

4. To focus on cases involving a specific office, you can also narrow by Jurisdiction, i.e. New York.

Legal News – Read recent newspaper articles, blogs, and TV transcripts about the firm or attorney.

1. Select the News and the Legal News Content Categories.

2. Use the Sort By on the top right to find the most recent articles.

3. Use Search within Results to hone in on specific topics of interest.

4. You can also narrow by specific publications or companies.

Law Review Articles – Review recent and/or relevant publications.

1. Select the Secondary Materials Content Category.

2. Use the Content Type filter to limit your results to Law Reviews & Journals.

3. Use Search within Results to find articles written by a specific attorney or on a specific topic.

4. Use the Timeline filter or the Sort By menu to find most recent articles.
Litigation Profile Suite: One-Stop-Shop for Attorney Profiles

Look up individual attorneys to learn more about their cases, clients, news, publications and results!

1. On the Research homepage, click on the square icon next to the Lexis Advance Research tab at the top-left of the screen. In the dropdown menu, select Litigation Profile Suite.
2. Click on Attorney at the top of the search bar, and enter the Attorney’s name.
4. Click Search to see the Snapshot of the attorney profile.
5. Use the content tabs at the top to review the attorney’s Practice History, News and Publications.

Context—Research Your Judge!

Judicial background & analytics at your fingertips!

1. On the Research homepage, click on the square icon next to the Lexis Advance Research tab at the top-left of the screen. In the dropdown menu, select Context.
2. Select Judge in the drop-down menu and enter the Judge’s name.
3. Review the Overview tab for background information, including contact information, judicial experience, education, as well as a breakdown of case volume and type.
4. Review the Analytics tab to gain insight into ruling patterns, and what precedent your judge finds most persuasive.
5. Review the Related Materials tab for a one-stop shop of all opinions, legal news, secondary sources and other materials written by or relating to your judge.