



## SAMPLE BULLET POINTS BY PRACTICE AREA: LITIGATION

### **GENERAL:**

- Research and draft summary judgment motions, motions in limine, mediation briefs and discovery requests.
- Develop and implement case strategy.
- Interview fact and expert witnesses for factual development.
- Manage and prepare lay and expert witnesses for depositions and trials.
- Prepare and argue dispositive motions, pleadings and briefs.
- Negotiate and draft settlement agreements and terms.
- Take and defend depositions of lay and expert witnesses.
- Manage and supervise junior and staff attorneys in all aspects of discovery.
- Supervise teams of lawyers and legal staff and manage all phases of civil litigation.
- Coordinate with in-house counsel on litigation planning, case strategy and budgeting.
- Draft jury instructions.
- Direct and cross-examine witnesses at trial.
- Prepare witness testimony outlines for trial.

### **WHITE COLLAR DEFENSE & INVESTIGATIVE:**

- Conduct on-site investigations, interview executive officers and collect and analyze client documents.
- Research and draft memoranda involving such issues as defamation, breach of contract and fiduciary duty and Foreign Corrupt Practices Act ("FCPA").
- Serve as lead associate on federal and state court and administrative actions involving fraud, complex commercial transactions, breach of contract and administrative enforcement actions.

**SECURITIES:**

- Represent numerous institutional and individual clients before the U.S. Securities & Exchange Commission in securities fraud investigations, including allegations involving sub-prime lending and risk disclosure, accounting irregularities, insider trading, stock options backdating, tax-structuring, market timing and trading ahead.
- Interface with regulators and law enforcement officials.
- Draft Wells submissions, case analyses, pleadings, motions, briefs and settlement agreements.

**LABOR & EMPLOYMENT:**

- Serve as lead or co-counsel responsible for handling and managing multiple arbitrations and lawsuits in federal and state courts with respect to numerous employment and labor claims, including those based on Title VII, the Americans with Disabilities Act, the Age Discrimination in Employment Act, the Family and Medical Leave Act, the National Labor Relations Act and analogous state statutes.
- Research, analyze and advise institutional clients on employment-related litigation and personnel issues.
- Investigate and draft position statements in response to discrimination and wage-and-hour claims filed with federal and state administrative agencies, and advocate for clients in mediation and at hearings before such agencies.
- Negotiate, draft and review employment, separation and settlement agreements, and draft employment policies and benefits policies and plans.