

Checklist for Getting into Law School

□ 1. Consider carefully why you are thinking about going to law school.

There are some key questions you should ask yourself. For seven such questions and related advice, go to http://law.baylor.edu/new_prosp_students/thinking.htm

Another good resource is:

Should You Really Be a Lawyer? *The Guide to Smart Career Choices Before, During & After Law School*, by Deborah Schneider and Gary Belsky, (2005), ISBN 0-940675-57-9

Chapters 3 through 8 are specifically directed at potential law school applicants.

□ 2. Read **The Ivey Guide to Law School Admissions**, by Anna Ivey (2005), ISBN 0-15-602979-0.

Ms. Ivey is the former dean of admissions at the University of Chicago Law School. Her book is a quick read and is filled with terrific and straightforward advice about the entire admissions process. You may also want to check out her webpage: www.annaivey.com.

□ 3. Meet with your Prelaw Advisor, if you haven't already done so.

Dr. Terri Mester
Prelaw Advisor & SAGES Lecturer
Sears 357 (Office of Undergraduate Studies)

Office hours for fall semester 2010 are:
Tuesday: 12:00-5:00PM
And by appointment

For an appointment call: 368-2928.

If you have questions, email anytime to:
terri.mester@case.edu

□ 4. Register for the LSAT exam.

To register, go to <http://lsac.org>
Bookmark this website or add it to your list of favorites because you'll be returning there for nearly every step in the application process.

Registration booklets are also available at Sears 357 - Office of Undergraduate Studies.

Tests for 2010-11

October 9, 2010

Registration deadline: Sept. 7, 2010
Fee = \$136.00

December 11, 2010

Registration deadline: November 9, 2010
Fee: \$136.00

February 12, 2011

Registration Deadline: Jan. 11, 2011

June 2011

(Date to be announced)

Be sure to register early if you are requesting special disability accommodations for the exam.

Important Note: When you register, please answer "Yes" to the question asking if you wish to have your scores released to me as your Prelaw Advisor. This information will help me to better advise you in the application process. I will of course keep all personal or identifiable information confidential.

□ 5. Plan to take the LSAT only once and prepare as thoroughly as you can.

Information about the exam is available at <http://lsac.org> where you can also purchase study materials and copies of prior exams with answers. Your local book store or online book

service will also have numerous study guides for the LSAT exam.

For information on optional LSAT prep courses, go to:

www.kaptest.com/law

www.TestMasters.net

www.powerscore.com

www.getprepped.com

***Helpful LSAT Prep Books:**

- *Master the LSAT* by Jeff Kolby
(Nova Press: ISBN: 1889057312)
- *The Powerscore LSAT Logic Games Bible*
(Powerscore Publishing: ISBN: 0980178207)
- *The Next Ten Actual, Official LSAT PrepTests*
(LSAC.org)

□ 6. Register with the Credential Assembly Service ("CAS")

Nearly all law schools require that you register with CAS, which acts as a central repository for the application process. To register, go to <http://lsac.org> and look for the CAS tab. Fees: \$106 for application to one law school and \$12 for each additional law school. You need not identify the specific law schools at the time of registration. If you later decide to apply to more schools, the fee is \$12 for each additional school.

This CAS registration fee includes access to electronic application forms for all ABA-approved law schools. I strongly recommend that you view the Electronic Applications Demo on the lsac.org website. It will walk you through the whole application process.

Most applications are now being submitted electronically. A few schools require electronic applications and others reduce or eliminate the application fee if you apply electronically.

□ 7. Arrange for TRANSCRIPTS from all colleges you have attended to be sent to CAS.

You cannot send transcripts on your own to CAS. They must be sent directly from the

issuing schools. Once you have completed your CAS registration, the system will offer you a printout of the necessary Transcript Request Form(s). In May, after you have checked to make sure that your spring semester grades are accurately recorded, submit a form with any necessary fees to the Case registrar or to the registrar or other official at each of the colleges you have attended.

Transcripts you should have sent include:

- undergraduate and graduate schools.
- schools attended for summer or evening courses.
- schools attended even though a degree was never received.
- schools from which you took college-level courses while in high school even though they were for high school credit.
- schools that sponsored your exchange or cooperative program abroad.

Important Note: A transcript must be sent even if the credit was transferred from another school and it appears on your Case transcript.

□ 8. In August, complete the basic information file for the electronic applications. Recall from Step 6 above that your registration fee for CAS includes access to the electronic application forms for all ABA-accredited law schools.

Important Note: Some law schools are now offering early decision programs with application deadlines as early as October 15.

Even if you are not applying for early decision, you should plan now to have all of your applications completed and submitted by November 15. Schools use rolling admissions and you will improve your chances for admission if you apply early.

□ 9. Now, or early in the fall semester, arrange for two or three Letters of Recommendation to be sent to CAS.

Choose two recommenders from among faculty members, preferably those who have critiqued your writing. The third recommender is optional and may be another faculty member, employer, coach, or supervisor.

CAS will process both general letters directed to all the law schools where you are applying and “targeted” letters directed to one particular law school. Carefully read the information on the lsac.org web site under the CAS folder about Letters of Recommendation.

When you have completed your CAS registration, the system will tell you to print the necessary forms to request the letters of recommendation.

Give the form to each of your recommenders with a copy of your resume and any other materials the recommender may request. Ask each recommender to forward the letter directly to CAS with the completed form. [The form includes mailing instructions.] Note that these letters should NOT be school specific. If your recommender has a strong relationship with a particular school and wishes to write a school-specific letter, look on <http://lsac.org> for more information about how to arrange for such a letter to be processed through CAS.

Check back with each recommender to make sure the letter has been written and sent. Then check your CAS file (online at www.lsac.org) to make sure the letters have been received and added to your file.

*Note: This year, LSAC has added an evaluation form to be completed by recommenders along with their written comments.

□ 10. During the summer, prepare a RESUME specifically designed for your law school application.

Most schools require a resume as a part of the application. Even if not required, a resume is a good addition since it provides another opportunity to market you to the admissions committee.

Stop at the Case Career Center (in Sears) and pick up a copy of the Career Search Guide,

which includes directions for resume writing and resume samples. Also arrange to have the Career Center staff review your resume. Submit a copy of your resume to the Prelaw Advisor for review and comment.

□ 11. During the summer, prepare a two to three page PERSONAL STATEMENT.

For topic ideas, look at Richard Montauk, *How to Get into the Top Law Schools*, (Prentice Hall, 2006), especially Chapters 8-10 and the Application Essay Samples. Other good resources include:

- Willie J. Epps, Jr., *How to Get Into Harvard Law School*, (Contemporary Books, 1996)
- Princeton Review, *Law School Essays That Made a Difference* (Random House, Inc. 2003)
- Daniel Kauffman, *Essays That Will Get You into Law School*, 2nd ed. (Barron’s 2003).

Note that some law school applications will require that your essay respond to specific questions, so you may need several essays for different schools.

Ask several faculty and friends to review your personal statement and also submit a copy to the Prelaw Advisor for review and comment.

□ 12. Carefully select the law schools where you will apply.

As of February 2009, there are 182 law schools fully accredited by the American Bar Association (“ABA”), 2 law schools that are accredited but on probation status, and 8 additional schools with provisional accreditation.

(See <http://www.abanet.org/legaled/approvedlawschools/approved.html>) For more information about these schools, use the searchable edition of the Official Guide to ABA-approved Law Schools available on the same [abanet.org](http://www.abanet.org) website and at www.lsac.org. The LSAC web site also includes links to the web pages of all the law schools.

Very helpful on-line resources include:

*The Boston College Law School Locator
www.bc.edu/offices/careers/gradschools/law/lawlocator.html

This site has a table where you can click on your GPA and LSAT scores and it will present you with a list of eligible law schools.

*Internet Legal Research Group
www.llrg.com/prelaw

For Rankings:

www.usnews.com

<http://www.leiterrankings.com/>

You can choose a preliminary list of schools now and then refine it once you have your LSAT score. Be sure to include:

- Stretch schools (at least 1).
- Schools where you are strongly competitive (at least 2).
- Safety schools (at least 2).

Case seniors applying to law school for fall 2009 (the most recent year for which data is available) submitted an average of 9 applications and they were admitted to an average of almost 4 schools.

For help in evaluating law schools and programs, talk with the Prelaw Advisor.

□ 13. If possible, visit the schools where you plan to apply and/or attend a LAW SCHOOL FORUM to talk with admissions representatives and investigate programs and opportunities at different schools.

For information and on-line registration for LSAC forums, go to <http://www.lsac.org/> .

□ 14. Attend presentations by guest speakers sponsored by Undergraduate Studies on:

- What admissions people are looking for in candidates
- Financing law school
- Minority information
- Intellectual Property Opportunities
- Criminal and Civil Litigation
- Careers in Public Service

QUESTIONS??

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