

Instructions for Compiling and Reporting Employment Report and Salary Survey Data

for the

Class of 2007



Getting Started: What you need to know....

This booklet contains important information and definitions needed to collect information from your graduates and to submit that information to NALP. **Regardless of your method of submission** please help ensure the integrity of the survey results by reading this entire booklet **first** and by referring to it as you compile your survey results.

- The Class of 2007 is defined as persons graduating with a JD degree between September 1, 2006 and August 31, 2007. Information reported should generally reflect status as of February 15, 2008, based on the most recent information that you have on each graduate. A December (or 6-month) survey is highly recommended, to include at a minimum those graduates for whom you have no information, those who were not employed at the time of an earlier survey, and those known to be in a temporary situation, e.g. a fixed duration project. The December survey may also be used to confirm the status of graduates who reported that they were employed on an earlier survey. If the graduate is employed but actively seeking other employment, report the details of the job held as of February 15.
- Before you begin entering the information from your graduate surveys or transferring it to the survey forms, it is important for you to *look at the surveys* with a critical eye and to *question responses* that appear to be inconsistent, unusual, or in error. Use your knowledge of the local job market, the definitions in this booklet, and your own experiences with the graduate to help you. Adjustments based on your knowledge or followup with the graduate may be necessary. If your students/graduates input their own information, your review is just as, if not more, important.
- Provide **one** form or computer record for **each** JD graduate in your class of 2007, **including** those for whom you do not have employment status information. For those graduates for whom you do not have employment information, provide as much demographic information as possible. **Providing a record for each graduate is vital to ensuring the most comprehensive information possible on the Class of 2007.** Exception: You do not need to provide a form or record for a graduate who has passed away.
- If you are submitting a file (either via e-mail or on a disk or CD), please keep a copy with records in the same order as in the file you submit. This will help if NALP needs to contact you with questions concerning your data. **Remember that the file you submit to NALP includes neither names nor ID/Social Security numbers.**
- If you are using forms and need more, please contact NALP. **Do not use photocopies or forms from prior years.** (Unused forms do not need to be returned to NALP.) Responses may be indicated with a ✓ or X. Using a pencil is recommended, however, to facilitate making corrections. Before returning your completed survey forms to NALP, **make sure you have a copy of the information as backup** in case of loss or damage of the originals or in the event that NALP needs to contact you with questions about your data. You should copy **both** sides of each form as each one contains a unique number on the second side. Alternatively, you may number the forms submitted to NALP in the upper right-hand corner with a number corresponding to the number you assigned to the original survey form.
- Also included in this package of ERSS materials are some guidelines and materials for surveying your graduates. Please read them carefully. Please **do** include the “Special Instruction Sheet for Law Graduates” (or your own version thereof) when you survey your graduates. If you will be submitting your data to NALP using survey forms, please **do not** mail the numbered survey forms to your graduates. Instead, either use the enclosed “Graduate Survey Form,” or use your own survey. Transfer information collected from your graduates onto the numbered survey forms for submission to NALP.



PLEASE MAKE CERTAIN THAT YOUR DATA ARRIVES IN THE
NALP OFFICE NO LATER THAN **FEBRUARY 22, 2008**

THANK YOU !!

ERSS DEFINITIONS AND TERMINOLOGY STEP BY STEP...

This section contains **general definitions** and instructions designed to be helpful and offer direction **regardless of the method you use to submit your data**. The phrase “check the appropriate box,” or variations thereof, is used for simplicity, but includes the electronic equivalent. Likewise, the term “item” refers to a question in general, whether it be on a form or in a data file as a field.

I. DEMOGRAPHIC INFORMATION

Please complete as much of this information as possible including for any graduates for whom employment status is not known. Many analyses depend on complete demographic information.

Race/Ethnicity You may check up to two boxes.

Special comments:

- Although Hispanics may be of any race, please classify them using one of the two Hispanic groups listed. Latinos include individuals who are Cuban, Mexican, and Puerto Rican.
- Graduates of European descent, e.g. Italian, Polish, German, Irish, Swiss, should be classified according to their race, which is most likely Caucasian. The same is true for graduates from Iran, Egypt, etc. Graduates of specific religious affiliations, e.g. Jewish, should be classified using the appropriate racial category.
- The Black/African American category includes not only African Americans but also Blacks from any other part of the world, such as Africa or Jamaica.
- Asian/Pacific Islanders include individuals of Chinese, Filipino, Japanese, Korean, Vietnamese, Samoan, Laotian, Thai, and Cambodian ancestry. East Indian/Pakistanis include individuals of Indian (sub-continent) and Pakistani ancestry.

Age Complete either age at graduation or birth date.

You may complete either age at graduation or birth date, whichever is easiest at your school. It is not necessary to report exclusively using one method. If you complete the birth date item, report the information using the **mmddyy** format, e.g. 090979 for September 9, 1979. [Software users should refer to the manual or specifications for instructions on this item.] If you have no information on age, both items can be left blank.

Disability Status Check as many items as apply.

If you choose “other,” please describe the disability in the space provided. A disabled individual is anyone who has a physical or mental impairment that substantially limits major life activities such as walking, talking, breathing, or working. Disabled individuals include those with conditions such as AIDS, epilepsy, and asthma, but not those who are alcoholics or drug abusers. **If the graduate is not disabled, be sure to check the “Not disabled” box.**

Program Type Check only one.

Check the appropriate box to define the type of program attended by the graduate while earning his or her JD degree. If the graduate attended both types of programs, check the box for the program type at graduation.

II. JOB-1 INFORMATION

BASIC EMPLOYMENT STATUS

If the graduate has two concurrent jobs, refer to page 8 for additional information.

This question is one of the most important of the entire survey, as it describes the graduate's basic employment status, that is whether they are employed or not, or pursuing an advanced degree as of February 15. This question is also used to report the nature of the graduate's primary job. It is therefore imperative that you mark **one and only one** response from the list of options provided for this question. **DO NOT LEAVE THIS ITEM BLANK.**

- **Bar Admission Required/Anticipated.** These jobs may be in a law firm, business, government, or non-profit setting. This category also includes judicial clerks and positions which require the individual to pass the bar after being hired.
- **JD Preferred.** Examples of jobs for which a JD is preferred (and may even be required) include corporate contracts administrator, alternative dispute resolution specialist, government regulatory analyst, FBI special agent, jobs with legal publishers, and jobs in law school career services offices.
- **Other Professional Position.** For purposes of this survey, an "other professional" position is one that requires professional skills or training but in which a JD is neither required nor particularly applicable, such as accountant, teacher, business manager, nurse, etc.
- **Other Non-Professional Position.** For purposes of this survey, a "non-professional" position is one that does not require any special professional skills or training, or one taken on an interim basis and not viewed as part of a career path.
- **Enrolled in a Full-time Degree Program.** This category includes both law and non-law graduate studies. If the graduate is "enrolled in a full-time degree program" leave subsequent questions related to a job blank. If the graduate has a job or a fellowship in conjunction with the degree program, report this job as Job-2. If the graduate is receiving special funding to pursue an advanced degree, see the instructions pertaining to special funding.
- **Seeking Work.** Graduates "seeking work" are not employed in any capacity outside the home and are seeking employment. A graduate doing volunteer work while seeking employment should be counted in this category.
- **Not Seeking Work.** Those "not seeking work" outside the home are not in the labor force. A graduate doing volunteer work and not seeking employment should be counted in this category.
- **Graduates who are studying for the bar and not employed** must be reported as either seeking or not seeking. The appropriate categorization must be determined on a case-by-case basis.
- **Working — Type of Job Unknown.** This category may be used for a graduate known to be working, but for whom you do not have information as to the type of job, i.e., bar passage required, other professional, etc.
- **Employment Status Unknown.** If you have no information on the graduate's status mark this choice to signal that the graduate is truly an "unknown."
- **Full-time vs Part-time.** For purposes of this survey, a "full-time" position is defined as occupying five work days and/or at least 35 hours of work per week, regardless of the terms of employment. That is, full-time positions may be either permanent or short-term or temporary. The concept of full-time enrollment in a degree program simply refers to whatever course- or credit-load defines full-time at an individual's school. "Part-time" refers to any employment or educational enrollment not meeting the above criteria.



GRADUATES WHO ARE EMPLOYED BUT STILL PURSUING OTHER EMPLOYMENT SHOULD BE REPORTED ACCORDING TO THE JOB THEY HOLD AS OF FEBRUARY 15th, NOT AS UNEMPLOYED. Thus, report graduates who consider themselves as employed on an interim basis for whatever reason, e.g., still seeking permanent employment, or as under-employed, according to the job they actually hold. Note that the questions on search status and job duration for employed graduates provide an opportunity to indicate that the graduate is seeking other employment or employed in a job of limited duration.

A GRADUATE WHO TURNED DOWN A JOB OFFER (AND DID NOT ACCEPT ANOTHER OFFER INSTEAD) SHOULD BE REPORTED AS EITHER SEEKING OR NOT SEEKING A JOB, WHICHEVER IS APPROPRIATE FOR THAT GRADUATE, AND NOT AS EMPLOYED.

For each employed graduate please complete information on timing of the job offer, job source, job duration, search status, employer type, job location, salary, and summary items for a secondary job, if any. Also complete the section on Special Funding, if applicable. If a graduate is unemployed, or the graduate's employment status is unknown, **these items are not applicable.**

Special Funding Check only if applicable.

This item is to be checked ONLY if the job (or post-JD education) is supported by some type of special funding, either in whole or in part. Please also provide a short description of this funding (e.g., Skadden Fellowship), if possible, in the space provided.

Timing of Job Offer Select one for employed graduates.

Even if the graduate continues to seek other employment or has a different job than at graduation, answer the question for the job held as of February 15, selecting **one** response. Leave the item blank if timing is unknown. Note that this item cannot be used to calculate the percentage of the class employed before graduation. First, this item pertains to employed graduates, rather than the whole class. Second, although a graduate may have had a job offer before graduation, or as of graduation be continuing in a job held prior to or during law school, by February 15th the specifics of employment at that time, including when the graduate obtained the job, may have changed.

Note that you may report timing of job “offer” as “before graduation” for a graduate who has opened his/her own practice, if in fact this was their intention before graduation.

Source of Job Please mark only one for employed graduates.

Please mark the **one** choice that best describes how the graduate learned of and made initial contact with the employer for **the primary job reported**. Even if the graduate continues to seek other employment, answer the question for the job reported. Leave the question blank if source is unknown.

Special comments:

- 1) Many graduates obtain their post-graduate employment as the result of a job, internship, or externship held during the school year or during the summer. Summer associate positions, school-term clerk positions, and internships are examples. To the extent possible, report how the graduate obtained the temporary job opportunity that led to the permanent job. For example, the summer associate position might have been obtained through fall OCI; the internship might have been posted in the career services office.
- 2) The job posting category includes postings at another school’s career services office.
- 3) An Internet site refers to a commercial site and does not include school web sites.

Search Status of Employed Graduates Please mark only for employed graduates.

This question applies **only** to graduates who are employed and is designed to determine whether or not **the graduate** is seeking, for whatever reason, a different job than that held on February 15. Note that a graduate may be employed in a permanent job (see the definition of job duration below), such as one held during law school, **and** seeking a different job. This question is not applicable to unemployed graduates.

NOTE: Graduates who have obtained a judicial clerkship should generally be considered as not seeking a different position even though the clerkship is of known duration.

Job Duration for Employed Graduates Please mark only for employed graduates.

This question applies **only** to graduates who are employed, and describes whether **the job** is permanent or temporary, e.g., for a specific length of time or project-based. Note that the time frame for a “temporary” job in this context could be fairly long term, such as 24 months. In addition, describing the job as temporary does not preclude the possibility that such a “temporary” job might well evolve into a permanent job. An example of a temporary job is a contract attorney. Judicial clerkships also should be reported as temporary, except in the case of a truly ‘permanent’ clerkship. Examples of permanent jobs are associate in a law firm or a job held prior to or during law school. A graduate may be employed in a permanent job, such as one held during law school, **and** be seeking a different job.

ADDITIONAL JOB DETAIL

Please provide information on employer type, choosing from one the five areas below. Each employer type has detail questions as noted.



IMPORTANT: For each employed graduate choose only ONE of these areas.

- Area A. Law Firm Private Practice (4 detail questions)
- Area B. Business (2 detail questions)
- Area C. Government (2 detail questions)
- Area D. Public Interest/Non-profit (1 detail question)
- Area E. Academic (1 detail question)

Law Firm Employment If the graduate's primary employment is in a law firm, complete Items A1, A2, A3, and A4.

If the graduate's primary employment is in a law firm, complete Items A1, A2, A3, and A4. Law firms include those specializing in public interest law. Any job in a law firm, including associate, law clerk, law firm librarian, paralegal, and clerical position is to be reported here. Report the type of job in Item A4.

A public interest law firm is defined as a private and for-profit firm, but is distinguished from other private firms in that a majority of its practice involves clients that are typically under-represented, or groups that advocate for community, rather than corporate, interests. Sliding fee cases and contingent fee cases are common. Typical areas of practice for public interest law firms include plaintiff's employment discrimination, civil rights, and environmental law.



Note that graduates working on a contract basis and hired directly by the firm should also be reported here, with the specific type of job again reported in Item A4. However, graduates employed at a law firm through an agency which places attorneys in temporary positions should be reported under Area B — Business and Industry.

Item A2 asks for TOTAL number of attorneys FIRMWIDE. For a multi-office national firm, this count corresponds to the total of all attorneys employed by the entire firm nationwide. All levels of attorneys in the firm should be included in these counts without regard to seniority, status, or job tenure (that is, this total should reflect all of the senior and junior partners, of counsel, staff attorneys, senior and junior associates, and the like, counted together). Item A3 concerns only the size of the law office in which the graduate practices. For a single-office law firm, the answers to A2 and A3 should be the same; in no case should the size of the office exceed the size of the firm.



Please note that the size category "solo practice" is to be used only for graduates who have established their own solo practice. If a graduate is clerking for a solo practitioner, please report the firm and office size as "2-10."

If a graduate will be working in a law firm as of February 15th prior to a judicial clerkship, report the law firm job.



Items A1, A2 and A3 pertain to law firms only. Office type and size is not applicable to other employer types. Do not complete Items A1, A2, and A3 if the graduate is employed with a business, government, public interest, or academic organization.

Business Employment If the graduate's primary employment is in business, complete B1 and B2.

If the graduate's primary employment is in business, indicate **both** the employer type **and** the type of job. Note that in-house jobs are defined as attorney positions within the law or legal department of a company and reporting to the office of general counsel or associate general counsel; the law department handles some portion of legal matters for the company. Typically, the number of graduates taking in-house jobs is quite small. If the job does not fit into any of the categories listed, please check "other" and use the space provided to describe the job.

NOTE: The category of "Other" business or industry encompasses a range of profit and not-for-profit organizations such as retail establishments, private hospitals (including those affiliated with private universities), and public relations firms.

NOTE: Graduates working as “temporaries” through a legal temporary employment agency should be classified in the “Business — Legal temporary agency” category and the job reported as “temporary attorney work” or “temporary law clerk or paralegal work” as appropriate. A graduate employed by a temporary employment agency but not one specifically making legal placements should be reported as employed in “Business — Other.”

NOTE: The areas listed in this item refer to types of business and industry employers. They do not refer to practice areas within law firm private practice.

NOTE: A job with a labor union should be reported as a public interest job and not as a business job.

Government Employment

If the graduate’s primary employment is in government at any level complete Items C1 and C2.

Please select only one response for both C1 and C2 but do complete both items.

Item C1 requests information on the level of government at which the job was obtained. Please provide this information for all government positions and judicial clerkships.

- **Local governments** include county, municipal, and city governments, as well as special-purpose government entities such as local transit authorities and sanitation districts.
- **US Territories and the District of Columbia.** Please report non-court jobs with government in trust territories such as Puerto Rico and the Virgin Islands and with the District of Columbia as state level jobs. Judicial clerkships (or other court positions) with federal courts in these jurisdictions should be reported as federal level jobs. Similar positions with lower courts (the equivalent of a state or local court in other jurisdictions) should be reported as state level jobs.
- **Tribal government, the United Nations, and governments of other countries** should be classified as an “other” level of government.

Item C2 requests information on the type of government position obtained. **Three types of positions are specifically tracked: judicial clerkships, military positions, and prosecutors. Do not report these positions using the “other” category.**

- **Military positions** include the Judge Advocate General’s Corps (JAGC) as well as all other civilian and uniformed positions in all branches of the military. For this survey, the military includes the Army Corps of Engineers.



NOTE: Because of the wide variations and unpredictable start dates of JAGC positions, you may report a confirmed and accepted JAGC position, even if the graduate is in an interim position as of February 15th.

- The **prosecutor** category includes jobs representing or litigating on behalf of government in either criminal or civil proceedings. These jobs may be within the US Department of Justice, states’ attorney general offices, or local district or prosecuting attorney offices. **Note that other jobs in a prosecutor office, e.g., law clerk or non-attorney position, should be reported using the “other” category.**
- **Judicial clerks** may include graduates who perform duties similar to those of a judicial clerk assigned to a specific judge, but do those duties for the court as a whole rather than for a specific judge. Jobs as **temporary assistant clerks (TACs)**, whose duties are primarily administrative, should be classified as “other” jobs and not as judicial clerks.

NOTE: If the graduate has obtained a clerkship which will start after February 15th, please report what the graduate is doing as of February 15th. If a graduate will be working in a law firm prior to a judicial clerkship and as of February 15th, report the law firm job. If the graduate has obtained a clerkship which will start after February 15th, e.g., in September of 2008 or 2009, and is not working as of February 15th, report the graduate as not working, and either seeking work or not seeking work, as appropriate.

- The “**other**” category of job is to be used only for government positions that cannot be classified specifically as military, clerkship, or prosecution. “Other” thus includes federal agency honors programs (other than the USDOJ Honors Program which should be reported under prosecution), as well as other positions in administrative/executive agencies such as the Federal Trade Commission, the Social Security Administration, the

Environmental Protection Agency, the Securities and Exchange Commission, the Internal Revenue Service, the National Labor Relations Board, the FBI, the Centers for Disease Control and Prevention, and state and local departments of health and human services, and in areas such as law enforcement and social service delivery. “Other” also includes law clerks, legislative positions, public guardians and guardians ad litem, temporary assistant clerks, and other positions within the judicial system that are not clerkship positions. “Other” jobs may also be within the USDOJ, state attorneys general offices, or local district attorneys offices if they are not involved in litigation. If the job falls into this “other” category, please use the space provided to describe the job.

- Positions in **public education** (at any level) should be reported as academic positions in Item E and **not** as government positions. Positions with **political campaigns or parties** are not government positions; they should be reported as “trade association or political campaign” in Item B.



Some governments “contract out” functions traditionally performed by government. For example, child support enforcement functions may be performed by a private company, with the individual performing that function being paid by (and therefore classified as an employee of) the private company. Conversely, if a private company is under contract with a government agency to manage or operate portions of a facility but the government agency maintains fiscal responsibility and pays the employees, the job should be classified as a government job.

As a general rule of thumb, the entity actually doing the hiring and writing the paycheck should be considered the employer.

Public Interest/

Non-Profit Employment If the graduate’s primary job is in a public interest organization, complete Item D.

If the graduate’s primary job is in a public interest organization or some other type of non-profit setting, complete Item D and use the space provided to describe jobs other than those in the specific categories provided.

- **Civil legal services** includes positions specifically funded by the Legal Services Corporation, as well as positions with other organizations providing indigent or reduced-fee legal services, such as prisoners’ legal aid and campus legal services.
- All **public defender and appellate defender** jobs should be reported as public interest jobs, regardless of whether the office is a government agency or a private organization. Other jobs within a public defender office, e.g., law clerk or administrative, should be reported as “other public interest.”
- Public interest/non-profit employers include private non-profit **advocacy**, religious, social service, fund-raising, **community resource**, or cause-oriented organizations, such as the Children’s Defense Fund, United Way, churches, Boy Scouts, and Red Cross chapters. Public interest employers also include labor unions and non-profit policy **analysis and research** organizations, such as Brookings and the Heritage Foundation.
- Jobs with **trade associations and political campaigns** should be reported under “trade association or political campaign” in Item B. Law firms specializing in public interest law should be reported under Item A, using the “public interest law firm” category.

Academic Employment

If the graduate’s primary employment is in an academic institution, complete Item E.

Use the space provided to describe “other” academic jobs.

- Academic positions may be at any level — elementary, secondary, and higher education — and within either private or public education, e.g. private colleges, state universities, and local public education. Positions include librarian, administrator, university in-house legal counsel, faculty member, teacher, and board of education member. Do not include positions at university hospitals and similar university-related entities. Report such positions according to the university’s type as either private sector or government jobs.
- **ACADEMIC EMPLOYMENT DOES NOT INCLUDE GRADUATES PURSUING AN ADVANCED DEGREE FULL-TIME.** Such graduates should be reported as **enrolled in a degree program** in the basic employment status item, even if they are receiving a stipend. If the graduate is also working in an academic — or any other — setting while pursuing this degree, this job may be reported as a second job.

Geographic Location If you do not know the location of the graduate’s employment, please leave this item blank.

This booklet includes a list of the current NALP City and State Codes starting on page 9. Please refer to this list to find the correct code for the **city** location of the graduate’s primary job. Clearly write the code in the 5-digit space provided [4-digit codes should start in the second column]. If you know a graduate is employed in a certain state **but do not know the specific city**, please use the “other/unknown” code for the state, such as Alabama — 60199, Alaska — 90299, and so on. Also use the “other/unknown” code if you know the city location of the graduate’s employment but this city is not on the list of city and state codes.



Important Notes:

- Please do NOT record a zip code in this space.
- The 5-digit location codes are NOT zip codes.
- Report a foreign location starting in column 2.
- If you do not know the location of the graduate’s employment, please leave this item blank.
- **Do not complete this item for graduates who are unemployed, pursuing an advanced degree, or for whom you do not know employment status.**

Annual Starting Salary Please clearly write the graduate’s annual base starting salary in the boxes.

All salary figures must be **right justified**; for salaries of less than \$100,000 start with the second column. For example, record a salary of \$65,000 as 65000 starting in column 2. Report the salary using all 5 or 6 digits.

- Report the base starting pre-tax salary. It is not necessary to report salaries for part-time jobs.
- **Do not include** potential year-end bonus dollars, a “guaranteed bonus,” or other contingent income in this figure.
- **Do not include** a signing bonus, a bar stipend, a clerkship bonus, or other additional monies in the salary figure.
- For graduates taking jobs in the military, report the salary for their starting rank. Military salaries may include a housing allowance.
- For clerkship jobs, record the clerkship salary, **not** the salary the graduate expects to earn at another job following the clerkship.
- If possible, convert hourly, weekly, or monthly salary figures for graduates working full-time to yearly figures, if doing so will provide a reasonable estimate of what the graduate will earn over the course of a year.
- For graduates taking jobs in law firms which have more than one salary scale, depending on hours billed, report the lower salary.

Note: If the graduate’s salary increased between the time he/she started the job and February 15, as a general rule report the **starting** salary, not the adjusted salary. If, however, the graduate’s salary will increase upon bar passage, you may report the higher salary if you ascertain that the graduate did indeed pass the bar.

III. JOB-2 INFORMATION

SECONDARY JOBS HELD BY GRADUATES: If the graduate holds a second job concurrently with his or her primary employment, please complete SECTION III JOB-2 INFORMATION or use the Job-2 screen on your software.

In certain instances where a graduate has two jobs, it may be difficult to classify one job as primary and the other as secondary. As a rule, please accept the judgment of your graduates; that is, accept whatever THEY IDENTIFY as their primary job to be JOB-1.

Do not repeat first job information in the area provided for second jobs. A law firm job following a judicial clerkship (or vice versa) should not be reported as a second job, as it is not a concurrent job.

Note that the only information requested for JOB-2 is basic job type and employer type. No further detail is required. Refer to the corresponding section of the instructions above for clarification on how to answer the JOB-2 questions.

State and City Codes

ALABAMA

Anniston 60105
 Bessemer 60115
 Birmingham 60120
 Florence 60123
 Decatur 60125
 Gadsden 60127
 Dothan 60130
 Huntsville 60135
 Mobile 60140
 Montgomery 60145
 Tuscaloosa 60165
 Other/Unknown AL . . 60199

ALASKA

Anchorage 90205
 Fairbanks 90210
 Juneau 90215
 Kenai Peninsula 90220
 Other/Unknown AK . . 90299

ARIZONA

Flagstaff 80310
 Mesa 80320
 Phoenix 80325
 Prescott 80326
 Scottsdale 80330
 Tempe 80340
 Tucson 80345
 Yuma 80350
 Other/Unknown AZ . . 80399

ARKANSAS

Conway 70402
 El Dorado 70405
 Fayetteville 70410
 Fort Smith 70415
 Jonesboro 70425
 Little Rock 70430
 Pine Bluff 70440
 Rogers 70441
 Springdale 70442
 Other AR 70499

CALIFORNIA

Alameda 90501
 Anaheim 90503
 Bakersfield 90504
 Berkeley 90507
 Beverly Hills 90508
 Burbank 90510
 Burlingame 90511
 Cerritos 90514
 Compton 90516
 Concord 90517
 Costa Mesa 90518
 Davis 90519
 Downey 90520
 Escondido 90523
 Fairfield 90530
 Fremont 90532

Fresno 90533
 Fullerton 90534
 Glendale 90536
 Hayward 90538
 Inglewood 90540
 Stanford 90541
 Irvine 90545
 Lakewood 90546
 La Mesa 90547
 Long Beach 90548
 Los Angeles 90549
 Menlo Park 90551
 Modesto 90550
 Monterey 90552
 Mountain View 90554
 Napa 90555
 Newport Beach 90556
 Oakland 90561
 Oceanside 90562
 Ontario 90563
 Orange 90564
 Oxnard 90565
 Palo Alto 90566
 Pasadena 90567
 Pico Rivera 90568
 Pomona 90569
 Rancho Cucamonga . . . 90570
 Redondo Beach 90571
 Redwood City 90572
 Riverside 90574
 Sacramento 90575
 Salinas 90576
 San Bernardino 90577
 San Diego 90578
 San Francisco 90579
 San Jose 90580
 San Leandro 90581
 San Mateo 90582
 Santa Ana 90583
 Santa Barbara 90584
 Santa Clara 90585
 Santa Monica 90586
 Santa Rosa 90587
 Stockton 90590
 Sunnyvale 90591
 Thousand Oaks 90592
 Torrance 90593
 Vallejo 90594
 Ventura 90595
 Walnut Creek 90596
 West Covina 90597
 Other/Unknown CA . . 90599

COLORADO

Aurora 80610
 Boulder 80615
 Colorado Springs 80620
 Denver 80625
 Englewood 80630
 Fort Collins 80635

Grand Junction 80640
 Greeley 80645
 Lakewood 80650
 Littleton 80655
 Longmont 80665
 Pueblo 80680
 Other/Unknown CO . . 80699

CONNECTICUT

Bridgeport 10705
 Bristol 10706
 Danbury 10708
 East Hartford 10709
 East Haven 10710
 Enfield 10711
 Fairfield 10712
 Greenwich 10713
 Groton 10714
 Hartford 10716
 Manchester 10717
 Meriden 10718
 Middletown 10719
 Milford 10720
 New Britain 10730
 New Haven 10735
 Newington 10740
 New London 10745
 Norwalk 10750
 Norwich 10755
 Shelton 10756
 Stamford 10760
 Stratford 10762
 Torrington 10764
 Trumbull 10766
 Vernon 10768
 Wallingford 10770
 Waterbury 10772
 West Hartford 10774
 West Haven 10776
 Westport 10778
 Windsor 10782
 Other/Unknown CT . . 10799

DELAWARE

Dover 50805
 Newark 50810
 Wilmington 50815
 Other/Unknown DE . . 50899

WASHINGTON, DC 50910

FLORIDA

Boca Raton 51005
 Boynton Beach 51010
 Bradenton 51015
 Clearwater 51025
 Cocoa Beach 51024
 Coral Gables 51030
 Coral Springs 51032
 Daytona Beach 51034
 Deerfield Beach 51036

Delray Beach 51038
 Dunedin 51040
 Fort Lauderdale 51042
 Fort Myers 51044
 Fort Pierce 51046
 Gainesville 51048
 Hialeah 51052
 Hollywood 51054
 Jacksonville 51056
 Lakeland 51058
 Lake Worth 51060
 Largo 51062
 Melbourne 51070
 Miami 51072
 Miami Beach 51074
 Naples 51077
 North Miami 51078
 North Miami Beach . . . 51080
 Ocala 51082
 Orlando 51083
 Panama City 51084
 Pensacola 51086
 Plantation 51088
 Pompano Beach 51089
 Riviera Beach 51090
 St. Petersburg 51091
 Sarasota 51092
 Tallahassee 51094
 Tampa 51096
 Titusville 51097
 West Palm Beach 51098
 Other/Unknown FL . . 51099

GEORGIA

Albany 51105
 Athens 51110
 Atlanta 51115
 Augusta 51120
 Columbus 51125
 Dalton 51126
 Griffin 51131
 La Grange 51132
 Macon 51135
 Marietta 51141
 North Atlanta 51143
 Rome 51145
 Sandy Springs 51147
 Savannah 51150
 Valdosta 51155
 Other/Unknown GA . . 51199

HAWAII

Hilo 91210
 Honolulu 91215
 Kailua Kona 91216
 Other/Unknown HI . . 91299

IDAHO

Boise 81305
 Coeur D'Alene 81306
 Idaho Falls 81310

Lewiston	81315
Pocatello	81325
Twin Falls	81330
Other/Unknown ID	81399

ILLINOIS

Addison	31402
Alton	31404
Arlington Heights	31406
Aurora	31408
Belleville	31410
Bloomington	31414
Carbondale	31422
Champaign	31424
Chicago	31426
Chicago Heights	31428
Danville	31432
Decatur	31434
De Kalb	31436
Des Plaines	31438
Downers Grove	31440
East St. Louis	31442
Edwardsville	31443
Elgin	31444
Evanston	31450
Freeport	31452
Galesburg	31454
Granite City	31458
Joliet	31468
Kankakee	31469
Moline	31473
Mount Prospect	31474
Naperville	31475
Northbrook	31478
Oak Lawn	31481
Oak Park	31482
Palatine	31483
Park Ridge	31485
Pekin	31486
Peoria	31487
Rockford	31489
Rock Island	31490
Schaumburg	31491
Skokie	31492
Springfield	31493
Urbana	31495
Waukegan	31496
Wheaton	31497
Other/Unknown IL	31499

INDIANA

Bloomington	31502
East Chicago	31506
Elkhart	31508
Evansville	31510
Fort Wayne	31512
Gary	31514
Griffith	31515
Hammond	31516
Highland	31518
Indianapolis	31520
Kokomo	31522
Lafayette	31524

LaPorte	31525
Marion	31528
Merrillville	31529
Michigan City	31530
Muncie	31534
Munster	31535
New Albany	31536
Notre Dame	31537
Portage	31538
Richmond	31540
Schererville	31541
South Bend	31542
Terre Haute	31544
Valparaiso	31546
Other/Unknown IN	31599

IOWA

Bettendorf	41604
Burlington	41606
Cedar Falls	41608
Cedar Rapids	41610
Clinton	41612
Council Bluffs	41613
Davenport	41614
Des Moines	41616
Dubuque	41618
Fort Dodge	41620
Iowa City	41622
Marshalltown	41624
Mason City	41626
Muscatine	41627
Ottumwa	41628
Sioux City	41630
Waterloo	41632
Other/Unknown IA	41699

KANSAS

Emporia	41705
Garden City	41706
Junction City	41711
Kansas City	41715
Lawrence	41720
Manhattan	41730
Olathe	41735
Overland Park	41740
Pittsburg	41742
Prairie Village	41741
Salina	41745
Shawnee	41746
Topeka	41750
Wichita	41755
Other/Unknown KS	41799

KENTUCKY

Ashland	61805
Bowling Green	61810
Covington	61815
Fort Knox	61820
Frankfort	61825
Highland Heights	61828
Hopkinsville	61830
Lexington	61835
London	61837

Louisville	61840
Owensboro	61845
Paducah	61850
Pikeville	61851
Richmond	61852
Other/Unknown KY	61899

LOUISIANA

Alexandria	71905
Baton Rouge	71910
Chalmette	71978
Covington	71915
Gretna	71977
Houma	71925
Kenner	71976
Lafayette	71935
Lake Charles	71940
Metairie	71950
Monroe	71955
New Iberia	71960
New Orleans	71965
Shreveport	71970
Slidell	71975
Other/Unknown LA	71999

MAINE

Auburn	12001
Augusta	12005
Bangor	12010
Portland	12020
Other/Unknown ME	12099

MARYLAND

Annapolis	52105
Baltimore	52110
Bethesda	52115
Cumberland	52135
Frederick	52150
Gaithersburg	52155
Glen Burnie	52160
Hagerstown	52165
Rockville	52185
Silver Spring	52190
Towson	52194
Wheaton	52196
Other/Unknown MD	52199

MASSACHUSETTS

Agawam	12202
Amherst	12204
Andover	12206
Beverly	12216
Boston	12220
Braintree	12222
Brockton	12224
Brookline	12226
Cambridge	12228
Chelsea	12232
Chicopee	12234
Dedham	12236
Fall River	12240
Fitchburg	12242
Framingham	12244

Gloucester	12246
Haverhill	12248
Holyoke	12250
Lawrence	12252
Leominster	12254
Lexington	12256
Lowell	12258
Lynn	12260
Malden	12262
Marlborough	12264
Medford	12266
Milton	12272
Natick	12273
Needham	12274
New Bedford	12275
Newton	12276
Northampton	12277
Norwood	12278
Peabody	12279
Pittsfield	12280
Quincy	12282
Randolph	12283
Salem	12285
Somerville	12286
Springfield	12287
Stoughton	12288
Taunton	12289
Waltham	12291
Wellesley	12293
West Springfield	12295
Weymouth	12296
Woburn	12297
Worcester	12298
Other/Unknown MA	12299

MICHIGAN

Ann Arbor	32304
Bloomfield Hills	32305
Battle Creek	32306
Bay City	32308
Birmingham	32311
Dearborn	32312
Detroit	32316
East Lansing	32320
Farmington Hills	32322
Flint	32326
Grand Haven	32329
Grand Rapids	32330
Grosse Pointe	32331
Holland	32334
Jackson	32338
Kalamazoo	32340
Lansing	32344
Livonia	32348
Midland	32352
Mt. Clemens	32353
Muskegon	32354
Pontiac	32358
Novi	32359
Port Huron	32361
Rochester Hills	32363
Royal Oak	32366

Saginaw	32368
St. Clair Shores	32370
Southfield	32372
Sterling Heights	32376
Trenton	32380
Troy	32382
Warren	32384
Other/Unknown MI	32399

MINNESOTA

Bloomington	42410
Brooklyn Park	42420
Burnsville	42425
Coon Rapids	42430
Duluth	42440
Eagan	42442
Edina	42445
Fridley	42450
Mankato	42455
Maplewood	42460
Minneapolis	42465
Mnettonka	42470
Moorhead	42475
Richfield	42485
Rochester	42490
Roseville	42492
St. Cloud	42494
St. Louis Park	42495
St. Paul	42496
Winona	42497
Other/Unknown MN	42499

MISSISSIPPI

Biloxi	62505
Clarksdale	62506
Columbus	62510
Greenville	62515
Greenwood	62516
Gulfport	62520
Hattiesburg	62525
Jackson	62530
Laurel	62531
Meridian	62535
Natchez	62536
Pascagoula	62540
Tupelo	62542
University	62543
Vicksburg	62545
Other/Unknown MS	62599

MISSOURI

Blue Springs	42605
Cape Girardeau	42610
Columbia	42615
Independence	42625
Jefferson City	42630
Joplin	42635
Kansas City	42640
Kirkwood	42645
Lee's Summit	42650
Raytown	42655
St. Charles	42660
St. Joseph	42665

St. Louis	42670
Springfield	42675
Other/Unknown MO	42699

MONTANA

Billings	82705
Bozeman	82706
Great Falls	82715
Helena	82716
Missoula	82720
Other/Unknown MT	82799

NEBRASKA

Grand Island	42805
Lincoln	42810
Norfolk	42811
North Platte	42812
Omaha	42815
Other/Unknown NE	42899

NEVADA

Carson City	82905
Las Vegas	82910
Reno	82920
Other/Unknown NV	82999

NEW HAMPSHIRE

Concord	13005
Dover	13006
Keene	13007
Manchester	13010
Nashua	13015
Other/Unknown NH	13099

NEW JERSEY

Atlantic City	23102
Bloomfield	23110
Camden	23114
Cherry Hill	23116
Clifton	23118
East Brunswick	23120
Edison	23124
Elizabeth	23126
Fair Lawn	23130
Fort Lee	23132
Hackensack	23136
Jersey City	23144
Linden	23148
Livingston	23150
Long Branch	23152
Middletown	23154
Montclair	23156
Morristown	23157
Newark	23160
North Bergen	23162
Nutley	23164
Paramus	23170
Passaic	23172
Paterson	23174
Pennsauken	23176
Piscataway	23180
Plainfield	23182
Princeton	23183

Rahway	23184
Ridgewood	23185
Roseland	23186
Teaneck	23188
Trenton	23189
Union	23190
Union City	23191
Vineland	23192
Wayne	23193
Westfield	23194
West Orange	23196
Woodbridge	23198
Other/Unknown NJ	23199

NEW MEXICO

Alamagordo	83201
Albuquerque	83205
Farmington	83220
Las Cruces	83230
Roswell	83235
Santa Fe	83240
Other/Unknown NM	83299

NEW YORK

Albany	23302
Auburn	23304
Baldwin	23306
Binghamton	23308
Bronx	23309
Brooklyn	23311
Buffalo	23312
Central Islip	23314
East Meadow	23318
Elmira	23320
Flushing	23323
Franklin Square	23324
Freeport	23326
Hempstead	23328
Hicksville	23330
Huntington Station	23332
Ithaca	23334
Jamaica	23335
Jamestown	23336
Levittown	23338
Massapequa	23344
Merrick	23346
Minneola	23347
Mount Vernon	23348
New Rochelle	23352
New York	23354
Plainview	23362
Poughkeepsie	23364
Rochester	23366
Rockville Centre	23368
Rome	23370
Schenectady	23374
Syracuse	23376
Troy	23378
Utica	23380
Valley Stream	23382
Watertown	23384
White Plains	23386

Yonkers	23388
Other/Unknown NY	23399

NORTH CAROLINA

Asheville	53405
Buies Creek	53407
Burlington	53410
Camp Le Jeune Central	53415
Chapel Hill	53420
Charlotte	53425
Durham	53430
Fayetteville	53435
Fort Bragg	53440
Gastonia	53445
Goldsboro	53450
Greensboro	53455
Greenville	53460
High Point	53465
Kannapolis	53470
Kinston	53475
Raleigh	53480
Rocky Mount	53485
Wilmington	53490
Wilson	53495
Winston-Salem	53497
Other/Unknown NC	53499

NORTH DAKOTA

Bismarck	43505
Fargo	43510
Grand Forks	43515
Other/Unknown ND	43599

OHIO

Ada	33601
Akron	33602
Bowling Green	33608
Canton	33614
Cincinnati	33616
Cleveland	33618
Columbus	33622
Cuyahoga Falls	33624
Dayton	33626
Elyria	33630
Fairfield	33636
Findlay	33638
Hamilton	33642
Kent	33644
Lancaster	33650
Lebanon	33652
Lima	33654
Lorain	33656
Mansfield	33658
Marion	33662
Middletown	33668
Newark	33670
Portsmouth	33678
Sandusky	33680
Springfield	33686
Toledo	33693
Warren	33695
Youngstown	33696
Other/Unknown OH	33699

OKLAHOMA

Bartlesville	73705
Edmond	73720
Enid	73725
Lawton	73730
Midwest City	73735
Muskogee	73745
Norman	73750
Oklahoma City	73755
Tulsa	73775
Other/Unknown OK	73799

OREGON

Beaverton	93810
Corvallis	93815
Eugene	93820
Hillsboro	93830
Lake Oswego	93831
Medford	93835
Portland	93840
Salem	93845
Springfield	93850
Other/Unknown OR	93899

PENNSYLVANIA

Allentown	23902
Altoona	23904
Bethlehem	23908
Carlisle	23909
Chester	23910
Easton	23912
Erie	23914
Harrisburg	23916
Johnstown	23918
Lancaster	23920
New Castle	23928
Norristown	23930
Philadelphia	23932
Pittsburgh	23934
Reading	23938
Scranton	23940
State College	23942
Villanova	23943
Wilkes-Barre	23946
Williamsport	23948
York	23950
Other/Unknown PA	23999

RHODE ISLAND

Bristol	14005
Cranston	14010
East Providence	14020
Newport	14025
Providence	14040
Warwick	14045
Woonsocket	14055
Other/Unknown RI	14099

SOUTH CAROLINA

Aiken	54101
Anderson	54105
Barnwell	54102
Beaufort	54103

Charleston	54110
Columbia	54115
Conway	54116
Hilton Head	54119
Florence	54120
Greenville	54125
Greenwood	54126
Myrtle Beach	54129
North Charleston	54130
Lexington	54131
Rock Hill	54135
St. Matthews	54139
Spartanburg	54140
Sumter	54142
Walterboro	54145
Other/Unknown SC	54199

SOUTH DAKOTA

Pierre	44207
Rapid City	44210
Sioux Falls	44215
Vermillion	44217
Other/Unknown SD	44299

TENNESSEE

Bartlett	64301
Chattanooga	64305
Clarksville	64310
Cleveland	64315
Columbia	64320
Jackson	64335
Johnson City	64340
Kingsport	64345
Knoxville	64350
Memphis	64355
Morristown	64356
Murfreesboro	64357
Nashville	64360
Oak Ridge	64365
Other/Unknown TN	64399

TEXAS

Amarillo	74402
Arlington	74403
Austin	74404
Baytown	74405
Beaumont	74406
Brownsville	74408
Bryan	74410
Carrollton	74412
Corpus Christi	74416
Dallas	74418
Denton	74420
El Paso	74424
Fort Hood	74426
Fort Worth	74428
Galveston	74430
Garland	74432
Harlingen	74438
Houston	74440
Irving	74444
Laredo	74450
Longview	74452

Lubbock	74454
McAllen	74458
Midland	74462
Plano	74474
Port Arthur	74476
San Angelo	74480
San Antonio	74482
Sherman	74486
Texarkana	74490
Tyler	74494
Victoria	74496
Waco	74497
Wichita Falls	74498
Other/Unknown TX	74499

UTAH

Logan	84512
Murray	84515
Ogden	84520
Orem	84525
Provo	84530
Salt Lake City	84535
Sandy City	84540
Other/Unknown UT	84599

VERMONT

Burlington	14605
Montpelier	14610
South Royalton	14615
Other/Unknown VT	14699

VIRGINIA

Alexandria	54705
Annandale	54710
Arlington	54715
Charlottesville	54725
Chesapeake	54730
Danville	54735
Fairfax-McLean	54737
Fort Belvoir	54738
Hampton	54740
Lexington	54745
Lynchburg	54750
Newport News	54755
Norfolk	54760
Petersburg	54765
Portsmouth	54770
Quantico	54771
Richmond	54775
Roanoke	54780
Virginia Beach	54790
Williamsburg	54793
Woodbridge-Marumsc	54795
Other/Unknown VA	54799

WASHINGTON

Auburn	94805
Belleveue	94810
Bellingham	94815
Bremerton	94820
Edmonds	94825
Everett	94830
Fort Lewis	94835

Kennewick	94840
Olympia	94855
Renton	94860
Richland	94865
Seattle	94870
Spokane	94875
Tacoma	94880
Vancouver	94885
Walla Walla	94887
Yakima	94890
Other/Unknown WA	94899

WEST VIRGINIA

Charleston	54905
Huntington	54910
Morgantown	54915
Parkersburg	54920
Wheeling	54925
Other/Unknown WV	54999

WISCONSIN

Appleton	35005
Beloit	35010
Brookfield	35015
Eau Claire	35020
Fond Du Lac	35025
Green Bay	35030
Janesville	35040
Kenosha	35045
La Crosse	35050
Madison	35055
Manitowoc	35060
Menomonee Falls	35065
Milwaukee	35070
Oshkosh	35085
Racine	35090
Sheboygan	35091
Superior	35092
Waukesha	35093
Wausau	35094
Wauwatosa	35096
Other/Unknown WI	35099

WYOMING

Casper	85105
Cheyenne	85110
Laramie	85120
Other/Unknown WY	85199

FOREIGN**5500**

Canada	5510
Mexico	5520
Puerto Rico	5530
Virgin Islands	5540
Europe	5550
Africa	5560
Middle East	5570
Asia/South Pacific	5580
Australia	5581
Trust Territories	5590
Central America	5521
South America	5522