Dear Candidates

Carter Ledyard & Milburn LLP seeks bright, confident, creative people to do sophisticated legal work in a supportive and collegial environment. Each lawyer is expected to assume considerable responsibility early on in his or her career, and our size and structure encourage associates to take on additional responsibility as soon as they are ready. To further this goal, matters normally are staffed by small working groups, with associates reporting directly to the partner supervising the matter. Summer and first year associates are not assigned to particular departments, allowing them the opportunity to gain broad exposure to many of the firm’s practice groups. This also allows first year associates to focus on areas of interest before joining a department. Summer and first year associates are paired with mentors who provide guidance and support.

We successfully combine a full-service Wall Street legal practice with a collaborative environment where friendliness and professionalism are compatible. We seek candidates who are sincerely interested in the firm on the basis of its practice, size and culture. Academic achievement at law school is important, as are outstanding undergraduate academic records, personal skills, extracurricular activities and prior experience. We invite all interested and qualified candidates to contact us for more information.

Austin D. Keyes
Hiring Partner

Karen T. Schiele
Summer/Unassigned Programs Partner

June Chotoo
Director of Recruitment and Attorney Development
About the Firm

Carter Ledyard & Milburn LLP is a firm of about 100 lawyers. Our main office is located at Two Wall Street in downtown Manhattan. Founded in 1854, the firm is one of the oldest in the United States and has a broad general practice covering such legal fields as corporate, securities, litigation, real estate, intellectual property, environmental and land use, financial institutions, trusts and estates, tax and tax-exempt organizations and maritime. We have a diverse and international clientele, with substantial portions of the firm’s workload coming from overseas-based clients and their U.S. affiliates, financial institutions and other financial services providers, governmental entities and industrial and technology companies. To learn more about our practice areas, our capabilities and our clients, please visit our website at www.clm.com.
The firm’s permanent hiring needs are primarily satisfied each year through our summer program. The program is usually 9 to 10 weeks long. Rather than use a formal rotation system, one partner supervises the distribution of assignments to ensure that each summer associate has a full opportunity to work in a variety of different practice areas and with as many lawyers in the office as possible. We try to ensure that summer associates receive meaningful work in areas that are of interest to them. Summer associates also participate in all firm education and training programs and will have the opportunity to participate in the firm’s pro bono programs.

In addition to exposing summer associates to a variety of different practice areas, we encourage our summer associates to meet and get to know as many of our lawyers as possible. Summer associates usually share an office with a first-year associate and are assigned their own associate mentor. The firm hosts a variety of events for summer associates, including a firm cocktail party, firm summer dinner, sports and cultural events and afternoon social outings.

Substantially all of our summer associates who receive offers to return as permanent associates have joined CL&M either after graduation or following a judicial clerkship.
The First Year Unassigned Program

As a general policy, entry-level lawyers are not formally assigned to a particular department at the start of their careers. Instead, one partner supervises the distribution of assignments to first year associates. By the spring of the first year, each new lawyer has gained familiarity with many of our practice areas, has worked with many of our partners, counsel and associates, and is in a position to make an informed decision regarding practice area concentration. Our policy is flexible and will not prevent an associate from concentrating at an earlier date if he or she is eager to do so. Departmental assignments are made by matching an associate’s preferences with the firm’s needs.

Each lawyer is expected to assume considerable responsibility early on in his or her career; responsibilities increase as rapidly as the lawyer demonstrates an ability and desire to handle them. The firm emphasizes training for associates, including frequent conferences on associates’ legal work and an active program of accredited in-firm continuing legal education classes.

In addition to getting ongoing feedback, associates receive formal evaluations twice each year. Written reviews are solicited from each partner, counsel and senior associate with whom an associate has worked.

Our current compensation for summer and first year associates can be found on our website at www.clm.com. In addition, we will reimburse incoming associates for reasonable bar and moving expenses. First-year associates also are eligible for a merit bonus following the completion of one year at the firm. Additional incentive compensation is paid for successful business development.
Pro Bono Commitment

Carter Ledyard encourages all lawyers, including first year and summer associates, to handle pro bono matters focused in all areas of the firm’s practice. Pro bono matters are worked on during regular business hours and are treated with the same care and attention as are matters for paying clients. Projects include regular corporate, tax and other legal services for not-for-profit entities, asylum applications and representing pro bono plaintiffs in the New York courts. Some of the organizations that receive on-going pro bono assistance from the firm include Bronx Legal Services for the Elderly; Legal Aid; City Bar Justice Center Pro Bono Consumer Bankruptcy Project and the United States District Courts for the Eastern and Southern Districts of New York; Her Justice and Immigration Equality.
Diversity

Carter Ledyard has a long-standing commitment to diversity, and one of our primary goals is to recruit, retain and promote a diverse group of attorneys and staff throughout the firm. We recognize diversity as an important element of our culture, our business and our values. Differences among our attorneys make Carter Ledyard a stronger, more dynamic and more creative firm and result in our being better able to serve the needs of our clients. Our commitment to maintaining a diverse workforce remains at the center of our recruiting, retention and promotion efforts as we seek to maintain a culture which allows every Carter Ledyard employee to reach his or her full potential. We are proud of our ongoing commitment to increasing diversity throughout our firm.

Carter Ledyard participates in a number of programs and has instituted a range of initiatives to contribute to the diversity and ultimate success of the firm. For example, the firm’s Diversity Committee and related affinity groups provide forums for discussing a wide range of diversity issues and sponsor diversity focused events and programs.
Fellowship Programs

New York City Bar Fellowship Program

We were among the first firms to sign the Statement of Goals of New York Law Firms and Corporate Legal Departments for Increasing Minority Hiring, Retention and Promotion sponsored by the New York City Bar Association. One of our partners served as Chair of the Association’s Committee on Recruitment and Retention of Lawyers, which sponsors the law firm fellowship program for minority first-year students from New York metropolitan area law schools. We routinely participate in the fellowship program.

Thurgood Marshall Summer Law Internship Program

The firm participates in the Thurgood Marshall Summer Law Internship Program which gives New York City high school students the opportunity to work in a legal environment and learn about the profession. The program, founded in 1993 and sponsored by the New York City Bar Association, provides paying summer jobs for students in a variety of legal environments. The number of openings in the program is limited, and preference is given to persons from minority groups or disadvantaged backgrounds.
Training and Development

We believe that an attorney’s legal education is an ongoing process which extends for his or her entire career. We devote substantial resources to training associates, including encouraging attendance at our ongoing program of accredited in-house continuing legal education classes and specialized external continuing legal education courses. The firm also conducts in-depth departmental training programs designed specifically to educate young lawyers in the practice areas and skills not comprehensively addressed in law school and to further the education of associates of all levels in the skills most beneficial to their practice.

Summer and first year associates are encouraged to participate in the firm’s on-going and rotating training programs, such as the Corporate Associate Training Program, Litigation Associate Training Program, Court Shadowing, T&E Workshops and the Marketing Skills for Associates Program, in addition to attending departmental and practice group luncheons and meetings. Upon a first year’s assignment to a department, the attorney will continue to be invited to the training programs of his or her department and will participate in more advanced educational classes focusing on practice areas applicable to his or her work.

Beyond formal educational programs, our staffing and handling of client matters sets us apart from other elite firms in New York. Junior associates work very closely with partners and
counsel, resulting in direct and meaningful participation in all aspects of the case or transaction, the opportunity to assume considerable responsibility for advanced work early on in their careers and significant contact with clients and adversaries. As an intentional by-product of this approach, associates receive meaningful and practical on-the-job training, mentoring and feedback.

To supplement feedback during ongoing work and to encourage development, semi-annual in-depth reviews are conducted with each associate throughout his or her career. In addition, each full time associate is paired with a partner or counsel mentor and each summer associate is paired with an associate mentor. Our mentors provide guidance in professional and personal matters of career development and are an identifiable and knowledgeable source with whom associates can discuss questions, concerns, difficulties or desires.
Highlights of Associate Training Programs

The Corporate Department Training Program helps develop our associates’ corporate skills and knowledge base through regular presentations by partners and other senior attorneys on topics related to the firm’s various corporate practice areas. Certain programs are also targeted to our first year and junior corporate associates. Topics which have been covered in past training sessions include:

- The formation and dissolution of corporations, LLCs, partnerships and joint ventures;
- Public and private mergers and stock and asset acquisitions from inception through closing;
- Securities law, including IPOs, follow-on debt offerings and ‘34 Act reporting, private placements, mutual funds, hedge funds and offshore offerings;
- Corporate loans, credit derivatives, distressed debt trading and mezzanine financings; and
- A variety of other topics of interest to corporate attorneys, including corporate trust practice, antitrust law, stock options and benefit plans, manufacturing and supply arrangements, intellectual property, distribution and sales agency agreements and employment agreements.
The Litigation Associate Training Program provides associates with the practical skills necessary for all phases of litigation, including:

- Preparing for, taking and defending depositions;
- Document requests and responses and document production;
- Preparing and opposing motions to dismiss and for summary judgment; and
- Examining and cross-examining witnesses at trial.

In order to gain insight into the workings of the courts, summer associates have the opportunity to accompany the firm’s Managing Clerks and tour the state and federal courthouses, file and serve papers, track court appearances and filing deadlines and appear at calendar calls on motions.

During monthly T&E Workshops, associates work in small groups led by seasoned T&E practitioners focusing on estate planning topics such as:

- Basic estate planning concepts and will and trust provisions; and
- Administration of estates and estate planning, including Crummey Trusts, QPRTs, GRATs and taxation.
The Carter Ledyard Candidate

We seek candidates with strong academic ability who thrive in a creative and friendly atmosphere, work well both independently and as members of a team and want to assume considerable responsibility early on in their careers with a view toward a long-term career with the firm.

The Carter Ledyard Difference

Our firm combines a sophisticated, full-service practice with an unusually humane environment. Rather than force specialization on a young attorney at a time when he or she is not knowledgeable enough about firm practice to make a career path decision, we encourage our attorneys to develop broad legal practice capabilities. These capabilities are enhanced and sharpened in specialty areas by considerable in-house training, mentorship and significant involvement in all aspects of transactions and cases, all beginning in the attorney’s first year.

Vault has named Carter Ledyard & Milburn LLP to its 2015 “Top 150 Under 150,” which highlights the top midsize law firms in the U.S.

We invite you to visit us at www.clm.com for additional and more detailed information about our firm.
Contact Information

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