

Table of Contents

VOLUME 1

About the Authors	vii
Table of Chapters	xi
Acknowledgments	xxvii

Chapter 1 Corporate Law Departments—Current Status

§ 1:1	The New Millennium—Second Decade	1-1
§ 1:2	A Blending of Inside and Outside Legal Resources	1-6
§ 1:3	Changing Times	1-7
§ 1:4	Management Attitudes	1-8
§ 1:5	A Few Parting Thoughts	1-9

Chapter 2 Organization

§ 2:1	Profile of a General Counsel	2-1
§ 2:2	Scope of Duties	2-3
§ 2:3	Jurisdiction—General Policies and Procedures	2-5
§ 2:4	The Compliance/Ethics Officer	2-6
§ 2:5	Organizational Structure	2-6
§ 2:6	Modern Law Department Management	2-8
§ 2:6.1	Six Sigma, Re-Engineering, Value-Added Business Focus, and the ACC Value Challenge	2-8
§ 2:6.2	Performance Benchmarking and Management	2-10
§ 2:6.3	Organizational Structure	2-11
§ 2:6.4	Tasks and Processes	2-11
§ 2:6.5	Staffing Alternatives	2-11
§ 2:6.6	Technology	2-12
§ 2:6.7	Crisis Management	2-13
§ 2:6.8	Corporate Compliance	2-13
§ 2:6.9	Litigation Management	2-13
§ 2:7	Centralization Versus Decentralization	2-13
§ 2:8	Internal Billing Arrangements	2-16

Chapter 3 The Corporate Lawyer

§ 3:1	Attorney Job Descriptions	3-2
§ 3:2	Assigning Legal Responsibilities	3-4
§ 3:2.1	The Generalist.....	3-4
§ 3:2.2	The Specialist	3-4
§ 3:2.3	The Attorney Manager	3-5
§ 3:3	Organizing Along Sectional Lines	3-6
§ 3:4	Recruiting the Professional Staff.....	3-6
§ 3:4.1	Recruiting Sources	3-7
§ 3:4.2	Developing a Law School Recruiting Program.....	3-8
§ 3:4.3	The Interview	3-10
§ 3:4.4	Summer and Year-Round Student Internship Programs.....	3-11
§ 3:5	Bar Requirements	3-12
§ 3:6	Attorney Evaluation and Advancement.....	3-13
§ 3:6.1	Performance Reviews	3-13
§ 3:6.2	Advancement	3-14
§ 3:6.3	Selecting the Next General Counsel.....	3-15
§ 3:6.4	Other Opportunities for Corporate Lawyers.....	3-15
§ 3:7	Counsel Development	3-16
§ 3:7.1	Orientation	3-16
§ 3:8	Professional Development Programs	3-17
§ 3:8.1	Purpose.....	3-17
§ 3:8.2	What Counsel Want and Expect from Senior Attorneys	3-17
§ 3:8.3	Selected Legal Subjects Important to the Company	3-17
§ 3:8.4	Continuing Legal Education Courses	3-18
§ 3:8.5	Tracking CLE and In-House Seminar Participation	3-18
§ 3:8.6	Learning More About the Company.....	3-18
§ 3:8.7	Developing a Specialist.....	3-19
§ 3:8.8	Exchange Programs.....	3-20
§ 3:8.9	Scholar in Residence.....	3-20
§ 3:8.10	Counsel Rotation Program	3-20
§ 3:9	Compensation	3-22
§ 3:9.1	Setting Compensation Rates	3-22
§ 3:9.2	Compensation Trends	3-24
§ 3:9.3	Nonmonetary Incentives	3-25

Chapter 4 Law Office Management

§ 4:1	Managing Lawyers.....	4-2
§ 4:2	Departmental Size Affects Management	4-2

Table of Contents

§ 4:3 Management Staff 4-2

 § 4:3.1 Legal Administrator 4-3

 § 4:3.2 Paralegal (Legal Assistant) 4-3

 § 4:3.3 Litigation Paralegal 4-5

 § 4:3.4 Business Paralegal 4-6

 § 4:3.5 Corporate and Specialty Law Paralegal 4-7

 § 4:3.6 Legal Secretary 4-9

 § 4:3.7 Legal Information Technology Expert 4-10

 § 4:3.8 Librarian/Legal Research 4-11

 § 4:3.9 Document Manager 4-12

 § 4:3.10 Administrative Assistant 4-12

§ 4:4 Other Corporate Departments 4-12

§ 4:5 Support Systems 4-13

 § 4:5.1 Document Construction and
 Transmission 4-13

 § 4:5.2 Document Storage and Retrieval 4-14

 § 4:5.3 Internal Precedent 4-15

 § 4:5.4 Budgetary Analysis 4-15

 § 4:5.5 Legal Fees Analysis 4-15

 § 4:5.6 Conflicts of Interest 4-16

§ 4:6 Planning and Reporting 4-17

 § 4:6.1 Corporate Planning Process 4-17

 § 4:6.2 Long-Range Planning 4-18

 § 4:6.3 Budgeting 4-18

 § 4:6.4 Risk Management Versus Resource
 Management 4-19

 § 4:6.5 Corporate Reporting Processes 4-19

 § 4:6.6 Internal Reporting Processes 4-20

Chapter 5 Strategic Planning and the Corporate Law Department

§ 5:1 Introduction 5-1

§ 5:2 Long-Range/Strategic Planning 5-2

§ 5:3 Formulating the Mission 5-2

§ 5:4 Adding Annual Objectives or Sub-Objectives 5-5

§ 5:5 Implementing the Plan 5-6

§ 5:6 A Case Study in Long-Range/Strategic Planning 5-8

§ 5:7 Legal Involvement in Corporate Planning 5-11

 § 5:7.1 Planning and Preventive Law 5-11

 § 5:7.2 In-House Lawyer As a Business Executive 5-13

Chapter 6 Law Department Technology

§ 6:1 Introduction 6-1

§ 6:2 Document Creation 6-5

§ 6:3	Communications.....	6-6
§ 6:4	Litigation Case Management	6-11
§ 6:5	Nonlitigation Case Management	6-12
§ 6:6	Research and Information	6-13
§ 6:7	Cloud Computing	6-15
§ 6:8	Conferencing	6-17
§ 6:9	Other Applications	6-18
§ 6:10	How to Select and Leverage Technology Tools	6-18

Chapter 7 Law Department Productivity: Re-Engineering, Benchmarking, and Client Surveys

§ 7:1	Introduction	7-2
§ 7:2	Re-Engineering.....	7-3
§ 7:2.1	Stage One: Strategic Positioning and Mission.....	7-3
§ 7:2.2	Stage Two: Preparation of Change Plan.....	7-5
§ 7:2.3	Stage Three: Identification of Processes	7-5
§ 7:2.4	Stage Four: Design and Implementation	7-5
§ 7:3	Total Quality Management: The Forerunner of Re-Engineering.....	7-6
§ 7:4	The Role of Client Surveys.....	7-8
§ 7:5	Benchmarking	7-11
§ 7:5.1	Why Benchmark?	7-11
§ 7:5.2	How to Benchmark	7-11
[A]	Internal.....	7-11
[B]	External	7-12
§ 7:5.3	Using the Results of Benchmarking	7-14
§ 7:6	Legal Project Management: The Latest Approach	7-15
§ 7:7	Parting Thoughts.....	7-16
Exhibit 7A	ACC Law Department Client Satisfaction Survey	7EXA-1
Exhibit 7B	Hildebrandt Baker Robbins 2015 Law Department Survey—Executive Summary.....	7EXB-1
Exhibit 7C	ALM Law Department Metrics Benchmarking Survey (Executive Summary—2015).....	7EXC-1
Exhibit 7D	2010 ACC/Serengeti Managing Outside Counsel Survey—Press Release.....	7EXD-1
Exhibit 7E	Altman Weil 2018 Chief Legal Officer Survey—Executive Summary	7EXE-1
Exhibit 7F	Altman Weil 2015 Chief Legal Officer Survey—Introduction.....	7EXF-1
Exhibit 7G	ACC 2015 Chief Legal Officers Survey—Executive Summary	7EXG-1

Table of Contents

Chapter 8 The Client—Ethical Considerations

§ 8:1 Introduction 8-1
§ 8:2 Who Is the Client? 8-2
§ 8:3 Malpractice 8-22

Chapter 9 Confidentiality of Communications

§ 9:1 Introduction 9-1
§ 9:2 Attorney-Client Privilege 9-2
§ 9:3 Work-Product Doctrine 9-13
§ 9:4 Self-Evaluative Privilege 9-21
§ 9:5 Whistleblowing 9-24
§ 9:6 Waiver 9-32
§ 9:7 Retaliatory Discharge/Wrongful Termination 9-47
§ 9:8 The Privilege Internationally 9-50
§ 9:9 Accountant-Client Privilege 9-53
Exhibit 9A ABA Report on Attorney-Client Privilege for
In-House Counsel 9EXA-1

Chapter 10 Legal Services Unique to In-House Counsel

§ 10:1 Proactive/Reactive Lawyering 10-1
§ 10:2 Involvement in the Corporate Planning
Process 10-2
§ 10:3 Compliance Programs 10-3
§ 10:4 General Legal Audits 10-3
§ 10:5 Litigation Audits 10-5
§ 10:6 Handling Government Inquiries 10-8
§ 10:7 Conflicts of Interest 10-9
§ 10:8 Opinions of Counsel 10-9
§ 10:9 Drafting Affidavits 10-10
§ 10:10 Crisis Counseling/Management 10-10
§ 10:11 Record Retention Rules 10-11
§ 10:12 Providing Legal Services to Employees 10-12
 § 10:12.1 On Company Matters 10-12
 § 10:12.2 On Personal Matters 10-13
§ 10:13 Non-Legal Functions of Law Department 10-15
 § 10:13.1 Attorneys 10-15
Exhibit 10A Checklist for Responding to Search
Warrants 10EXA-1
Exhibit 10B Model Records Retention Guideline 10EXB-1
Exhibit 10C Model Corporate Records Retention Plan 10EXC-1

Chapter 11 Corporate Compliance Programs

§ 11:1	Introduction	11-2
§ 11:2	Necessity of Compliance Programs	11-2
§ 11:3	Effect of Compliance Programs	11-2
§ 11:4	Effective Compliance Programs and Early Detection	11-3
§ 11:5	Effective Compliance Programs and Their Influence on a Prosecutor's Decision to Indict	11-4
§ 11:6	Effective Compliance Programs Can Mitigate Penalties upon Conviction	11-5
§ 11:6.1	Dodd-Frank Whistleblower Program	11-6
§ 11:7	Possible Downside to Implementing a Compliance Program	11-7
§ 11:7.1	Enthusiasm	11-8
§ 11:7.2	Knowledge of the Industry/Company	11-8
§ 11:7.3	Knowledge of the Law	11-9
§ 11:8	Implementing an Effective Compliance Program	11-10
§ 11:9	Compliance and Terrorism	11-12
§ 11:10	Compliance Program Subjects	11-13
§ 11:10.1	Antitrust	11-13
§ 11:10.2	Environmental	11-16
§ 11:10.3	Employment	11-18
§ 11:10.4	Intellectual Property	11-19
§ 11:10.5	Securities Laws	11-20
Exhibit 11A	U.S. Department of Justice, Principles of Federal Prosecution of Business Organizations (Filip Memorandum)	11EXA-1
Exhibit 11B	A Practical Guide to the Sarbanes-Oxley Act of 2002	11EXB-1
Exhibit 11C	Press Release, SEC Adopts Rules to Establish Whistleblower Program (May 25, 2011)	11EXC-1
Exhibit 11D	U.S. Department of Justice, Accountability for Corporate Wrongdoing (Yates Memorandum)	11EXD-1
Exhibit 11E	U.S. Department of Justice Criminal Division Evaluation of Corporate Compliance Programs (Updated April 2019)	11EXE-1

Chapter 12 Internal Investigations

§ 12:1	Introduction	12-1
§ 12:2	Who Should Conduct the Internal Investigation?	12-6
§ 12:2.1	In-House Counsel	12-6
§ 12:2.2	Outside Counsel	12-7
§ 12:2.3	Private Investigators and Consulting Firms	12-8
§ 12:3	Investigative Strategies	12-10

Table of Contents

§ 12:4 Confidentiality of Communications..... 12-12

§ 12:5 Preserving the Privileges 12-13

§ 12:6 Authorization Process..... 12-14

§ 12:7 Document Production 12-15

§ 12:8 Employee Interviews and Relations..... 12-16

§ 12:9 Resolving and Closing the Investigation 12-18

Exhibit 12A Checklist for Internal Investigations:
Practical Pointers to Remember During
an Internal Investigation 12EXA-1

Exhibit 12B Request for Authorization to Conduct
an Internal Investigation 12EXB-1

Exhibit 12C Authorization for an Internal
Investigation 12EXC-1

Exhibit 12D Authorization of Outside Counsel to
Conduct an Internal Investigation..... 12EXD-1

Exhibit 12E Sample Letter Creating a Confidential
Relationship with a Consultant..... 12EXE-1

Exhibit 12F Memorandum to Employees Advising
Them of Investigation 12EXF-1

Chapter 13 Crisis Management

§ 13:1 Crisis Management and Terrorism..... 13-1

§ 13:2 Corporate Crisis: A View from the Media and the Public.... 13-1

§ 13:3 The Nature of a Corporate Crisis 13-2

§ 13:4 Pre-Crisis Planning..... 13-2

§ 13:5 Dealing with a Crisis 13-5

§ 13:6 When the Smoke Clears..... 13-9

Exhibit 13A What to Do When: A Primer on How
Corporate Counsel Deal with Disaster
and Handle Crisis..... 13EXA-1

Chapter 14 Litigation Management

§ 14:1 Introduction 14-3

§ 14:2 Considerations in Developing a Litigation
Management Strategy..... 14-4

§ 14:2.1 Cost Control..... 14-4

[A] Using Corporate Resources..... 14-4

[B] Avoiding Unnecessary Legal Services 14-4

§ 14:2.2 High-Quality Representation..... 14-5

[A] Benefiting from In-House Knowledge and Expertise 14-5

[B] Community Parochialism, Pro Hac Vice Rules,
and Procedural and Evidentiary Variations 14-6

§ 14:3	Intangible Benefits Associated with Handling	
	Litigation In-House	14-7
§ 14:4	Some Practical Impediments to Handling	
	Litigation In-House	14-8
§ 14:5	E-Discovery Management.....	14-8
§ 14:5.1	Retaining Electronic Data.....	14-9
[A]	Obligation to Preserve Electronic Data.....	14-10
[B]	Fulfillment of Document Preservation	
	Obligations	14-12
§ 14:5.2	Managing E-Discovery.....	14-14
[A]	Cost Control.....	14-15
[B]	Time Saving.....	14-16
[C]	Litigation Readiness; Early Case Assessment	14-16
§ 14:5.3	Electronic Discovery Strategy	14-17
[A]	Evaluating the Preservation Obligation	14-17
[B]	Anticipating the Scope of Discovery.....	14-18
[C]	Researching Opposition and Developing	
	Offensive Strategy.....	14-18
[D]	Strategizing the Discovery	14-18
[E]	Negotiating the Discovery	14-19
§ 14:5.4	Electronic Discovery Conclusion.....	14-19
[A]	Electronic Discovery Timeline.....	14-19
[B]	Form 35.....	14-20
§ 14:6	General Considerations.....	14-21
§ 14:7	Current Trends in Litigation Strategies	14-22
§ 14:8	Three Litigation Strategies	14-22
§ 14:8.1	Option One: Only Manage Litigation	14-22
[A]	Degree of Management.....	14-23
[B]	Staff Considerations	14-24
[C]	Information System Required.....	14-24
[D]	Cost Control.....	14-24
[E]	Learning from Experience.....	14-25
§ 14:8.2	Option Two: Manage and Litigate	14-25
[A]	Criteria for Selecting Cases to Litigate	
	In-House.....	14-25
[A][1]	Nature of the Case.....	14-25
[A][2]	Geographic Considerations	14-26
[A][3]	Training Opportunity	14-26
[A][4]	Availability of In-House Resources—Monetary	
	Cutoffs	14-26
[B]	Using the Criteria.....	14-27
[C]	Other Considerations in Selecting Option	
	Two	14-28
[C][1]	Staff.....	14-28
[C][2]	Information System Required	14-28
[C][3]	Cost Control	14-28

Table of Contents

[C][4]	Learning from Experience	14-29
[C][5]	Intangible Factors	14-29
§ 14:8.3	Option Three: Litigate All But Unusual Cases	14-29
[A]	Cost Control.....	14-30
[B]	Staff Considerations	14-30
[C]	Successful Outside Counsel Relationships	14-31
[D]	Support Structure	14-31
[E]	Intangible Benefits	14-31
§ 14:8.4	Steps to Successfully Handling Litigation In-House....	14-32
[A]	Achieving Maximum Efficiencies	14-32
§ 14:9	Choosing a Litigation Strategy	14-33
§ 14:10	Performing a Litigation Risk Analysis	14-33
§ 14:11	Building a Decision Tree	14-35
§ 14:11.1	Decision Tree: Decision to Settle	14-35
§ 14:12	Evaluate the Summons and Service	14-36
§ 14:13	Evaluate the Complaint and Liability.....	14-36
§ 14:13.1	Checklist for Evaluating Complaint and Liability	14-37
§ 14:14	Pursue Early Resolution or Obtain an Extension of Time.....	14-37
§ 14:15	Investigate the Facts and Contact Clients.....	14-38
§ 14:15.1	Opposing Counsel	14-38
§ 14:15.2	Clients	14-38
§ 14:15.3	Insured Liabilities	14-39
§ 14:15.4	Workers' Compensation	14-39
§ 14:15.5	Manager and Location	14-39
§ 14:15.6	Customer Service or Complaints Department	14-40
§ 14:15.7	Other In-House Attorneys	14-40
§ 14:15.8	Other Corporate Staff	14-41
§ 14:15.9	Employee Indemnification.....	14-41
§ 14:15.10	General Points for All Clients	14-42
§ 14:15.11	Privileged Communications	14-42
§ 14:15.12	Other Sources of Information.....	14-43
§ 14:15.13	Special Considerations	14-43
§ 14:16	Preventive Counseling.....	14-43
§ 14:17	Early Settlement/Alternate Dispute Resolution	14-44
§ 14:18	What Is Early Settlement/Alternate Dispute Resolution?	14-44
§ 14:19	Trends.....	14-45
§ 14:20	Pros and Cons	14-46
§ 14:21	Setting a Policy	14-46
§ 14:22	Steps to Early Resolution.....	14-48
§ 14:22.1	Contact Plaintiff's Attorney and Obtain Extension of Time	14-48
§ 14:23	Settlement Authority	14-49
§ 14:24	When to Invoke ADR.....	14-49
§ 14:25	Picking the Best Option	14-50

§ 14:26	What a Third Party Can Do.....	14-50
§ 14:27	Administrative Procedures and Litigation Support.....	14-50
§ 14:27.1	Computerized Litigation Support	14-50
[A]	Case Management and Integrated Data Base.....	14-51
[B]	Professional Fees Analysis	14-52
[C]	Calendar	14-52
[D]	Computerized Legal Research.....	14-52
[E]	In-House Information Storage and Retrieval Systems.....	14-53
[F]	Client and Outside Counsel Communication.....	14-53
[G]	Document Management and Trial Assistance.....	14-53
[H]	Other Computer Applications	14-54
§ 14:27.2	In-House Resources	14-54
[A]	Library	14-54
[B]	Standard Forms	14-54
[C]	Other Resources.....	14-55
§ 14:27.3	Administrative Procedures.....	14-55
[A]	Processing a New Lawsuit	14-55
[B]	Procedures for Bringing Suit	14-56

Chapter 15 Retaining and Managing Outside Counsel

§ 15:1	Introduction	15-2
§ 15:2	Change Is the Touchstone.....	15-3
§ 15:3	When to Retain Outside Counsel	15-4
§ 15:3.1	Authority to Hire.....	15-4
§ 15:3.2	Determining When Outside Counsel Is Needed	15-5
§ 15:4	In-House Versus Outside Counsel	15-6
§ 15:4.1	Law Department.....	15-6
§ 15:4.2	Outside Counsel.....	15-7
§ 15:5	Selecting Outside Counsel.....	15-7
§ 15:5.1	Methods: RFP, Beauty Contest, Auction.....	15-7
§ 15:5.2	The Selection Process	15-12
§ 15:6	Establishing Guidelines and Dividing Responsibilities.....	15-14
§ 15:6.1	The Role of Staff Counsel	15-17
§ 15:6.2	The Role of Outside Counsel	15-18
§ 15:7	Controlling Costs	15-20
§ 15:7.1	Developing a Budget	15-21
§ 15:7.2	Billing Policies	15-22
§ 15:7.3	Hourly Billing.....	15-26
§ 15:7.4	Alternative Fee Arrangements	15-27
[A]	Fixed Fee.....	15-28
[B]	Premium or Value Billing	15-29
[C]	Contingency Fees.....	15-29
[D]	Third-Party Commercial Litigation Funding	15-29

Table of Contents

§ 15:8 Evaluating Outside Counsel 15-31
§ 15:9 What Outside Counsel Expect of Law
Departments..... 15-32
§ 15:10 The Goal: Realizing Cost-Effective Quality
Service 15-36
Exhibit 15A Sample Letter of Engagement 15EXA-1
Exhibit 15B Sample Budget Cover Letter 15EXB-1
Exhibit 15C Sample Budget 15EXC-1
Exhibit 15D Sample Outside Counsel Cost Analysis 15EXD-1
Exhibit 15E Sample Budget Reconciliation Letter 15EXE-1
Exhibit 15F Sample Bill Discrepancy Letter 15EXF-1
Exhibit 15G Outside Counsel Invoice Checklist 15EXG-1
Exhibit 15H Sample Invoice Correction Letter 15EXH-1
Exhibit 15I Sample Invoice Deficiency Letter..... 15EXI-1

Chapter 16 Corporate Governance

§ 16:1 Introduction 16-1
§ 16:2 Duty of Care..... 16-4
§ 16:2.1 Basic Considerations 16-4
§ 16:2.2 Duty of Care in the Decision-Making Context..... 16-7
§ 16:2.3 Duty of Care in the Non-Decision-Making
(or Monitoring) Context 16-13
§ 16:2.4 Corporate Social Responsibility 16-14
§ 16:2.5 Director Independence..... 16-16
§ 16:3 The Business Judgment Rule..... 16-17
§ 16:3.1 Classic Business Judgment Rule..... 16-17
§ 16:3.2 Enhanced Business Judgment Rule..... 16-18
§ 16:3.3 Operative Elements of the Classic Business
Judgment Rule 16-19
§ 16:4 The *Caremark* Case and Directors' Duty to
Establish Compliance Programs 16-20
§ 16:5 Dilemma of Counsel Serving on Board of
Directors..... 16-23
§ 16:5.1 Benefits of the Dual Role..... 16-24
§ 16:5.2 Conflicts of Interest and Independence As a
Lawyer 16-25
§ 16:5.3 Issues of Liability..... 16-28
§ 16:5.4 Attorney-Client Privilege Compromised..... 16-30
§ 16:5.5 Risk-Minimizing Suggestions 16-30
§ 16:6 Miscellaneous Issues 16-31
§ 16:6.1 Exculpation..... 16-31
§ 16:6.2 Indemnification 16-32

Chapter 17 Globalization and In-House Counsel

Exhibit 17A Table of Chapters, *International Corporate Practice* 17EXA-1

Chapter 18 The Sole In-House Practitioner

§ 18:1 Introduction 18-1
§ 18:2 The Advent of the Sole In-House Lawyer 18-2
§ 18:3 Profile of a Sole Practitioner 18-2
§ 18:4 Role of the Sole Practitioner 18-3
§ 18:5 Interfacing with Top Management 18-4
§ 18:6 Major Legal Duties and Responsibilities 18-5
§ 18:7 Comparing the Sole Practitioner’s Role with
That of the Larger Law Department 18-8
§ 18:8 Relationship with Outside Counsel..... 18-9
§ 18:9 Peculiar Needs and Problems of the
Sole Practitioner 18-11
 § 18:9.1 Professional Interaction vs. Isolation..... 18-12
 § 18:9.2 Career Development Opportunities and
 Limitations 18-13
 § 18:9.3 Compensation 18-14
 § 18:9.4 Support Resources 18-15
 § 18:9.5 Budgets 18-15
 § 18:9.6 Pro Bono and Other Activities..... 18-16
 § 18:9.7 Ethical Pressures..... 18-16
§ 18:10 Starting a One-Person Law Department..... 18-17

Epilogue: Future of the Corporate Counsel..... E-1

VOLUME 2

Table of Chapters.....v

Appendices

Appendix A In-House Counsel’s Handbook..... App. A-1
Appendix A1 The Federal Antitrust Laws App. A1-1
Appendix A2 Employment Law App. A2-1
Appendix A3 Environmental Law..... App. A3-1
Appendix A4 Securities Laws App. A4-1
Appendix A5 Whistleblower Provisions of the
Dodd-Frank Act App. A5-1
Appendix A6 Foreign Corrupt Practices Act..... App. A6-1
Text of the Foreign Corrupt
Practices Act App. A6-20
Appendix A7 Export Control Laws..... App. A7-1
Appendix A8 U.S. Customs Law and Compliance..... App. A8-1
Appendix A9 Money Laundering and Asset
Forfeiture App. A9-1
Appendix A10 Intellectual Property in
Marketing Communications..... App. A10-1
Appendix A11 Privacy and Data Protection Law App. A11-1
Appendix A12 Advertising and Promotion Liability..... App. A12-1
Appendix A13 Arbitration App. A13-1
Appendix A14 Electronic Discovery: Being Prepared
for Litigation App. A14-1
Appendix A15 Bankruptcy..... App. A15-1
Appendix A16 Accounting for Nonaccountants App. A16-1
Appendix A17 Immigration Law App. A17-1
Appendix A18 A Policyholder’s Primer on Insurance App. A18-1
Appendix A19 Real Estate Leasing Transactions App. A19-1
Appendix A20 In-House Counsel Pro Bono
Programs..... App. A20-1

Index I-1

