



April 2, 2014

DuPont is proud to announce the 21<sup>st</sup> Annual DuPont Legal Minority Job Fairs. For 21 years we have led the effort to attract talented law students, with an interest in increasing the number of lawyers of color represented in our law firms and primary legal service companies.

DuPont has carefully selected the participating employers as part of a program designed to foster partnering and efficiencies between client and law firm. Law firms that meet their criteria are designated as 'Primary Law Firms' and will assume significant responsibilities over DuPont's complex litigation docket. Primary Law Firms are joined by other service providers to create a DuPont Network.

Your school has been selected as a participating law school. We urge you to consider applying for an invitation to one of our Minority Job Fairs. When you submit an application for an invitation, you are submitting an application to all of the legal employers participating in the program. This communication gives students the option of choosing from three of our job fair sites:

Houston, TX	Saturday, August 2, 2014
Los Angeles, CA	Saturday, August 2, 2014
Wilmington, DE	Saturday, August 2, 2014

Registration for the Houston, Los Angeles, and Wilmington sites will be completed electronically. You may log onto the site directly via the link below, complete the registration form, upload your resume and transcript, and click "Submit." The deadline for the receipt of your registration for any of the Job Fairs is **Thursday, May 1, 2014 midnight EDT** and must include your resume and current law school transcript.

**NOTE:** The Job Fair registration is on a restricted site available only to **pre-designated law schools**, therefore, you must use the information below to access the registration form. **This information is not to be shared with students from other law schools.**

- Ballard Spahr LLP is hosting the registration form on their firm's website. To access the Ballard Spahr website, visit: [www.ballardspahr.com](http://www.ballardspahr.com).
- When the homepage loads, you will see the link to the DuPont Minority Job Fair on the left of the page in yellow. Click on this link under the yellow box to bring up the screen which asks for your username and password. **Use the information provided below to populate these fields.** Please note that the letters are *case sensitive* (the third character is a zero and the sixth character is a lower case "o").

**Username:** student  
**Password:** 3r0vaodf

- You are requested to upload a copy of your resume and law school transcript to the electronic registration form. If this is not possible, you may send the information as an e-mail attachment to [dupontregistration@ballardspahr.com](mailto:dupontregistration@ballardspahr.com) or by mail to Nicole Oddo, DuPont Legal Minority Job Fair Coordinator, Ballard Spahr LLP, 1735 Market Street, 51<sup>st</sup> Floor, Philadelphia, PA 19103-7599 before **May 1, 2014**.
- **Your application materials will not be accepted unless you provide both your resume and transcript no later than Thursday, May 1, 2014 midnight EDT.**

We realize that you may not have your current law school transcript by our registration deadline. We encourage you to send what you have now to assist participating employers in the prescreening process as you will be requested to bring an updated transcript to the actual interviews, if you are selected. Once you have registered, employers will have the opportunity to review your materials (taking into account your geographic preferences) and select students to whom they would like to extend an invitation to interview at one of the Job Fair locations. Each selected student will have private interviews with those employers that have expressed an interest in them. If you accept an invitation to interview at a job fair, you will be expected to travel to the job fair at your own expense.

In addition, listed at the bottom of this email are the technical specifications necessary to properly view and register through the website. If you experience difficulty entering the site, please check with your school's information technology department to see if your system meets the required specifications.

We hope that you will apply to participate in the 2014 DuPont Legal Minority Job Fair. If you have any questions, please contact us at [dupontregistration@ballardspahr.com](mailto:dupontregistration@ballardspahr.com), or through a representative of your Career Services Office.

Best regards,

Nicole Oddo  
Ballard Spahr LLP  
Coordinator, DuPont Legal Minority Job Fair

#### **Technical Specifications Necessary for Proper Website Viewing and Access**

- Operating System: Windows or Mac

- Browser: Preferred browser is Microsoft's Internet Explorer. Alternatively, Firefox, Safari, and Opera have been tested. No mobile browsers.

Connectivity: Cable or DSL Internet service is preferred, although any Internet connection will work, but could be considerably slower.

**If you have difficulty submitting your registration form on-line, check to make sure your Internet pop-up blocker settings are turned OFF.**