



## Federal Bar Association

### Agency Visit Registration Form (Please Print or Type)

#### Agency Information

AGENCY NAME: \_\_\_\_\_

OFFICE NAME: \_\_\_\_\_

#### Summer Law Clerk Coordinator Information

NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

Please indicate the time and dates that you would prefer the law clerks to visit your agency. Visits may be scheduled for any day between June 29 and August 6.

	DATE	TIME (circle one)	MEETING ROOM
1 <sup>st</sup> choice		10 a.m./2 p.m.	
2 <sup>nd</sup> choice		10 a.m./2 p.m.	
3 <sup>rd</sup> choice		10 a.m./2 p.m.	

We will inform you of the total number of law clerks who signed up for your agency visit.

**Please provide written directions to your agency including Metro stop, security information, and other necessary information for the law clerks.**

Directions/Metro Information: \_\_\_\_\_

\_\_\_\_\_

Security Requirements: \_\_\_\_\_

Other Notes: \_\_\_\_\_

**Please return NO LATER THAN COB Tuesday, June 8, 2012 to [svalerio@fedbar.org](mailto:svalerio@fedbar.org) or fax to Sherwin Valerio at 571-481-9090.**