



## FIRM RESUMÉ

Odin, Feldman & Pittleman, P.C., was founded in 1972 as a full-service law firm intended to meet the legal needs of the Northern Virginia community. As this community has grown, and as the needs of its individual and corporate residents have expanded, OF&P has broadened its practice areas and the expertise of its attorneys. The firm is now looking forward to meeting the varied demands of its clients.

OF&P is located in Fairfax County, Virginia, approximately fifteen miles from the District of Columbia. While all of the Washington Metropolitan area has experienced tremendous growth over the past quarter century, Fairfax County has enjoyed particular success in attracting a large number of quality businesses. Fairfax County has become one of the three major high technology centers in the country, and, in recent years, over six hundred high tech firms have located their offices in the County, employing people in fields ranging from bio-technology to telecommunications. The County is also populated by a highly educated and skilled labor force, with over 75% of its residents having college educations. The County's commercial base and the firm's client base include research and development companies, government contractors, trade and professional associations, computer engineering, professional services, multi-national companies, distribution facilities, and light manufacturing firms. Fortune 500 Companies have also chosen Fairfax County as a home for their corporate offices and headquarters. In addition, the jurisdictions bordering Fairfax County to the east, Arlington County and the City of Alexandria, have many established business communities and commercial centers, while to the west, Prince William and Loudoun Counties continue to enjoy new growth and development. Our firm practice extends to all of these jurisdictions, as well as the District of Columbia, Maryland, nationally and internationally.

OF&P offices are conveniently located on three floors of one twelve story tower in the Hunter's Branch office complex adjacent to the Vienna Metro Station. Hunter's Branch is approximately 1/4 mile off of Interstate Route 66, and approximately two miles outside the Washington Beltway. This location makes the firm's offices accessible to clients and attorneys, and places the firm in the heart of this very dynamic and energetic area. The location also provides easy access to local state and federal courts, to local and federal government centers, to business centers such as Tysons Corner, the Dulles Airport Corridor, Fairfax Center and Fair Lakes, and to the District of Columbia and the Maryland suburbs. All employees of the firm have access to a fitness center located in the basement of the adjoining building.

The firm employs more than 40 attorneys, and also has several resident attorneys having an "of counsel" relationship to the organization. The firm is a professional corporation, with thirty shareholder attorneys. The firm also employs several paralegals in the areas of litigation, real estate, estate administration, domestic relations and bankruptcy. The staff of approximately 50 persons is headed by an Office Manager, and includes a Word Processing Department, a professional Law Librarian, a Marketing professional, a Management Information Systems Department, a Data Processing Department, clerical support personnel, and legal assistants. A fully automated information processing system is available for research, internet access, information retrieval, case administration, record keeping and billing. Moreover, all of our attorneys are given the freedom to choose how they wish to outfit their individual office's technological requirements. Therefore, each attorney can choose either a laptop or desktop computer.

The firm's practice is broad-based, and includes:

(A) Litigation - includes commercial, high technology, corporate, banking, employment, real estate, construction, environmental, criminal and personal injury law;

(B) Corporate, Securities, Tax & Finance - includes banking, tax, corporate, partnerships, limited liability companies, business planning, pension and profit-sharing plans, government contracts and telecommunications;

(C) Labor & Employment - includes representation of employers and senior executives for employment counseling, litigation, arbitration, employee benefits, training and contract preparation and review;

(D) Intellectual Property - includes trademark, service mark, and copyright work on a local, national and international level and drafting and negotiating of licenses for private and publicly traded businesses;

(E) Family Law & Domestic Relations - includes all facets of divorce, equitable distribution and marital agreement cases, as well as local, interstate and international custody, visitation, child and spousal support disputes;

(F) Trust, Estate & Tax Planning - includes estate planning, wills, trusts and estate administration;

(G) Real Estate & Land Use - includes general transactional real estate work, commercial investment and development, zoning and environmental work;

(H) Bankruptcy - includes representation of both debtor and creditors in all phases of a bankruptcy case and in out-of-court workouts. One of the firm's attorneys is also a Bankruptcy Trustee, and the firm regularly provides legal services for the Trustee.

Attorneys at the firm often develop more than one area of expertise, and most work within several of the different practice areas, often forming project teams as needed. The firm encourages attorneys to develop practices in areas where they have personal interest. We believe that our clients benefit from having lawyers with broad professional experience, and we believe that our attorneys find personal satisfaction in their work when they are given the opportunity to develop practices in areas in which they have interest.

OF&P also believes in professional growth, which means we are committed to employing a sufficient number of qualified attorneys to meet the present and future needs of our clients. Since 1972, the firm has grown from five attorneys to over forty, most of whom have been hired directly out of law school. We have also seized the opportunity to hire established attorneys with varying backgrounds in order to continue to provide the broad range of services required by our clients.

Since 1984, the firm has offered a Summer Associate Program designed to provide second year law students with the opportunity to experience working at OF&P. The Program is designed to have the law student work for as many attorneys, and within as many different practice areas, as possible so that the student has the benefit of knowing both the people and the professional practices of the firm. The Program is also designed to have most, if not all, of the practicing attorneys get to know the Summer Associates so that the Summer Associates' work can be fairly evaluated at the conclusion of the summer. It is the firm's desire to hire its new associates primarily from this Program.

The firm's management is based upon a Committee concept, with a Board of Directors responsible for setting firm policy and overseeing the general administration of the organization. Reporting to the Board of Directors is the Executive Committee, responsible for many day-to-day management decisions, and numerous other committees, responsible for matters such as Recruiting, Entertainment, Job Enhancement, Billings and Collections, Employment Benefits, Firm Budget, Library, etc. All employees, attorneys and staff are strongly encouraged to participate in firm management through service on the various committees.

Attorneys at the firm are primarily self-motivated individuals who are committed to the ethical practice of law. Attorneys are expected to provide legal services of a superior quality, and even new attorneys are expected to assume full responsibility for their caseload. Our clients' needs demand that all of our attorneys be prepared to assume responsibility for cases and legal matters at an early stage in their professional careers, and our commitment to our clients demands that these attorneys have a high degree of diligence and integrity. The success of the firm has always been predicated upon the high quality of its work product, and we pride ourselves on maintaining this high standard.

New attorneys at the firm are assisted in developing their skills and practice through the use of supervising attorneys. Each new associate is assigned two supervising attorneys to monitor the associate's workload, production and training.

Performance reviews of new associates are conducted quarterly and salary reviews are done annually.

The firm places a substantial emphasis on the hiring process, as it is our objective to hire attorneys who will spend their entire professional life working at OF&P. The firm hires attorneys with the expectation that these individuals will become shareholders in the organization, and there is a concerted effort to avoid competition among attorneys within the firm. The organization has never held an employment philosophy premised upon a belief or plan that only a certain member or percentage of associates will become shareholders, and it believes such a philosophy is contrary to developing a sense of commitment, loyalty and collegiality.

Attorneys are also free of strict internal regulations, procedures or rules. Consistent with the firm's philosophy, the attorneys hired are expected to possess a sense of personal responsibility that makes such requirements unnecessary. The firm does not impose hourly billing requirements, and vacation and leave days are left to the individual attorney to set. The only time requirement which is expected is that each attorney will devote the time necessary to meet the needs of the client or attorney for whom that person is working. As with all aspects of the practice of law at the firm, the highest integrity is mandatory in all billing practices.

Starting salaries for new associates are set in the Fall, and inquiry may be made during the interview. A Signing Bonus and Clothing Allowance are paid prior to the new associate's start date. Insurance for hospitalization, medical disability and life insurance is available through a qualified cafeteria benefits plan, along with other benefits. The firm has a 401(k) plan which provides employees the opportunity to contribute pre-tax income for their retirement into a trust fund with tax free growth, and into which the firm also currently makes a contribution on behalf of the participating employees.

In reviewing those applicants interested in our firm, we assess many different factors. While academic success is not the sole consideration in hiring decisions, we do consider grades to be a fair measure of a person's capabilities and dedication to achievement. In the event an applicant's grades are not representative of ability, however, we anticipate that a reasonable explanation would be given. Outside of academic performance, we also strongly consider an applicant's personality, work and life experiences, undergraduate performance, potential for client generation, and enthusiasm for the practice of law.

Questions regarding our hiring needs should be directed to [recruiting@ofplaw.com](mailto:recruiting@ofplaw.com). Michael Marciano is our Human Resources Manager. Our main telephone number is (703) 218-2100. We look forward to meeting you.

Jane A. Imperatore, Esquire  
Chair, Recruiting Committee