

The Law360 400 Survey, Glass Ceiling Report and Diversity Snapshot FAQs

For the sixth straight year, Law360 will publish a comprehensive report on large, midsize and smaller U.S. firms, as well as boutiques. That series will include a ranking of the largest 400 firms in the country by U.S. attorney headcount.

Based on the data gathered, we will also put together two other series: Law360's Glass Ceiling Report and Diversity Snapshot, which will look at gender and racial diversity at U.S. law firms.

We will also use the data to examine diversity and inclusion at U.S. law firms.

How do I complete the survey?

- Complete the Law360 400 and diversity surveys by going [to the link provided](#) and filling out the online form.
- The “as of” date for all headcount figures in the survey is Dec. 31, 2018. Do not include promotions, lateral hires or mergers that went into effect on or after Jan. 1, 2019.
- Only include U.S.-based attorneys.
- All figures should be headcount, NOT full-time equivalent.
- Upon completion of the survey, a copy of your submission will be sent to the email address listed in your survey response. Please double check that the answers are correct.

When is the survey due? Can I have an extension?

- The survey is due by 8 p.m. Eastern time/5 p.m. Pacific time on **Friday, Feb. 22**. If you require an extension, let us know as soon as possible. We may not be able to provide one.

Has anything changed in this year's survey?

- Please note that our survey uses the race and ethnicity categories used by the [Equal Employment Opportunity Commission](#) in its annual Employer Information EEO-1 survey. We also have added an option for attorneys who decline to identify a gender, race or ethnicity. This means that every attorney at your firm should be accounted for in the diversity breakdown of the survey.
- We have also added questions on LGBT attorneys and attorneys with disabilities to our law firm demographics. Those sections are separate from the gender, race and ethnicity breakdown only in the sense that an attorney will be counted more than once if tallied in those sections. For example, a white female LGBT partner will be counted as “1” in the count of white female partners and also as “1” in the LGBT partners section.
- We have added more specific questions regarding the promotion of diverse attorneys to partners in 2018

Which firms should participate and why?

- Only firms based in the U.S. or vereins that have a U.S. member are eligible to participate in the survey or be featured in these rankings.

- Boutiques can participate. For purposes of this survey, a boutique is a firm that practices only one area of the law, such as intellectual property or employment, as opposed to a full-service firm.
- Participating in this survey makes your firm eligible for the Law360 400 ranking, and any rankings Law360 publishes on female and minority attorney representation at U.S. law firms in the Glass Ceiling Report and Diversity Snapshot. Small law firms that do not make the Law360 400 because of size may submit in order to be included in our diversity rankings or other stories. Any firm that has at least 20 attorneys is welcome to submit data.

What will you use the data for?

- This survey will generate the Law360 400 rankings, our list of the 400 largest U.S. firms based on U.S. attorney headcount. This will be published in early April, and will include other related stories. For examples, refer to [last year's rankings](#).
- The survey will also be used for Law360's Glass Ceiling Report and Diversity Snapshot, which look at the representation of women and minorities among attorneys at U.S. law firms.
- We reserve the right to use any data provided in additional stories on law firm diversity.

What is Law360's Glass Ceiling Report?

- Law360's annual Glass Ceiling report draws on data collected as part of this survey, examining the representation of women at all levels of U.S. law firms. The report also ranks the best law firms for female attorneys based on the representation of women at the nonpartner and partner levels. Any firm with at least 20 attorneys is eligible for the ranking. For an example of a prior report, click [here](#).

What is Law360's Diversity Snapshot?

- Law firm diversity data is used to compile Law360's annual Diversity Snapshot, a look at racial and ethnic diversity in U.S. law firms. The report also ranks law firms that are leaders in diversifying their attorney workforce, based on minority attorney representation at every level of a typical law firm. Any firm with at least 20 attorneys is eligible for the ranking. For a look at last year's report, click [here](#).

If our firm does not answer this survey, will we be included in the stories?

- If you are a firm with 90 or more U.S.-based attorneys and you do not respond, we will estimate how many total U.S.-based attorneys and total U.S.-based partners you have. We will compile our estimates using your firm's website, and we will then contact you via email and ask you to confirm or revise the data.
- If your firm does not respond when we contact you with our estimated headcount numbers, or if you decline to confirm or revise those numbers, we will publish the estimates we have in the Law360 400, with an asterisk denoting that the figures are Law360 estimates.

- If your firm does not submit a full survey response either before the deadline or after we reach out to you with our estimates, you will not be eligible for any rankings we publish apart from the Law360 400, which is based solely on headcount.
- If you choose to only answer the questions related to firm size and skip the sections on gender and diversity, you will be eligible for the Law360 400 rankings for firm size. However, your firm will not be eligible for any stories, rankings or series based on gender and racial diversity.

Who counts as nonpartners, nonequity partners and equity partners?

- Associates, staff attorneys, counsel, senior counsel and special counsel count as nonpartners for purposes of this survey.
- Attorneys who work part time or reduced hours, and whose employment by the firm is not tied to any particular matter, count as nonpartners and should be included in the survey. All attorneys counted in the survey should count as one attorney. In other words, an attorney working reduced hours still counts as one attorney.
- Do not include contract or part-time attorneys who are hired for one particular matter.
- Paralegals, patent agents and law clerks should not be included in your survey response. We are looking for attorneys who practice law on behalf of your firm and who are admitted to the bar in at least one U.S. state.
- For this survey, an “equity partner” is defined as a partner who receives a majority of his or her compensation from a share of the firm’s profits.
- Do not include retired partners in your headcount.

What if my firm does not disclose equity versus nonequity numbers?

- If your firm will not disclose equity and nonequity partner headcounts as separate numbers, please flip the switch in the survey where requested and you will be given fields to provide data on just nonpartners and total partners throughout. However, if you do so, you will not be eligible for any rankings in the Law360 Glass Ceiling Report and Diversity Snapshot that take into account equity partners. Most of our rankings do consider equity partners.

How should I count attorneys for the minority breakdown section?

- The race and ethnicity categories used in our survey match those used by the EEOC in its annual Employer Information EEO-1 survey. Those definitions are as follows:
 - **Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
 - **White (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
 - **Black or African American (Not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa.
 - **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

- **Asian (Not Hispanic or Latino)** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- **Native American or Alaska Native (Not Hispanic or Latino)** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- **Two or More Races (Not Hispanic or Latino)** - All persons who identify with more than one of the above five races.

A link to instructions for the EEOC survey, which includes category definitions, is [here](#).

- You should count attorneys who identify as multiracial in the “two or more races” category. You cannot count an attorney in more than one category.
- The total of all gender, race and ethnicity categories for nonpartners, nonequity partners (if applicable) and equity partners must add up to the totals for nonpartners, nonequity partners and partners provided in questions requesting the total law firm headcount. If it does not, we will be contacting you to clarify.
- If an attorney chooses to not self-identify as any race/ethnicity, mark them in the “Declines to Identify” category.
- There are options for attorneys who do not self-identify as male or female. All attorneys must be accounted for in the gender, race and ethnicity categories.

What if there is a mistake in our data?

- Upon completion of the survey, a copy of your submission will be sent to the email address listed in your survey response. Please double check that the answers are correct.
- If you discover a mistake in your calculations before the rankings are published, please let us know immediately by sending an email to surveys@law360.com.
- Firms that discover mistakes after publication will be asked to provide Law360 verifiable data that shows a mistake was made.
- Every effort is made to provide a firm opportunities to verify a Law360 estimate before publication. Estimates cannot be altered post-publication.

Anything else I should know?

- All information provided by the firm in its survey response is submitted with the assumption that it may be made public by Law360, either in the reports and rankings listed above or in stories unrelated to those reports.
- If you are not a subscriber and submit a survey response, reach out to surveys@law360.com and let us know that you would like to see the rankings when they are published. They will be available as a PDF file, which we will share with you.

