

HANGLEY
ARONCHICK
SEGAL
& PUDLIN

To: Attorneys
From: SPT
cc: JJW
Re: Transition: Guide for Guides
Date: March 12, 2008

After word leaked that the attorneys who are serving as Guides – NOT mentors – for our new colleagues were receiving a written Guide for Guides, David Pudlin advised that I circulate a copy of this Guide for Guides to all attorneys. As you will see, the G-for-G is a simple list comprising HASPisms, or quirks about our Firm’s culture, that we take for granted but that are probably unfamiliar to those lawyers just joining us. The list is not comprehensive, nor is it intended to be. It is simply an easy source of HASP wisdom that the Guides can share with their Guidees (who, after all, are relying on them for wisdom). The G-for G is based on the aspiration that “[t]hey that thrive well take counsel of their friends.” Advance apologies to those who are receiving this twice and to that olde writer from Stratford-upon-Avon.

I. NAMES, NAMES, NAMES . . . WHAT’S IN A NAME?

- A. A quick scan of the names of HASP attorneys makes clear that many of our names, to put it kindly, rarely survive the wrath of spell check. Some of the names are rather concise, omitting a single letter where you least expect it: Michele (sans extra “l”), Jon M. (“h”), Shanon (“n”), and Hamermesh (“m”), to name but a few. Others require a triple take: move the “e” one space to the left in Ashley and you get Ashely, which is the correct spelling; substitute “o” for the “u” in Suzi, with a change of gender, and you end up with Sozi.

- B. Upon arriving at HASP, each new attorney or staff member is assigned a three-letter abbreviation, by which they are often referred, comprising that person's first, middle, and last names. Like all HASP rules, this convention has myriad exceptions and distinctions. For one, DS, WZB, MLL, and MZN have no middle names, and JZS has a middle name that does not begin with "Z." For another, some of us have initials that bear little resemblance to our names (EMB, MEF). Also, though popularly referred to as Tad, one of our shareholders has a major international airport honoring his initials. To make things easy on you, when in doubt, go with the name on the phone list when typing out someone's full name.
- C. Remember, there are no commas in Hanglely Aronchick Segal & Pudlin. Even Dan Segal, the most zealous advocate for commas at HASP, fastidiously observes this rule.
- D. You should use the ampersand whenever you write out the Firm's name in longhand.
- E. Use Hanglely Aronchick as opposed to HASP when referring to the abbreviated version of the Firm's name in official letters, pleadings, and the like. It may appear that I have violated this important (anti-)HASP rule, but given the informal nature of this memorandum, I am entitled to a pass.
- F. This does not fit under this category, but it should be noted that the "Hearsay and Heresy" entries are not only damn funny, they are also among the best ways to get to know the other attorneys. For instance, you will learn that Eric and Myron Bloom are not related.

II. THERE IS METHOD IN'T: HASPISMS

- A. "Esther's": The area immediately in front of the reception desk, from which newspapers often go missing. Now confusingly referred to as "Faye's".
- B. "Rule of Four" or "RO4": Firm-subsidized lunch involving four or more HASP attorneys. It is considered double dipping to go on a Rule of Four lunch on Friday.
- C. "Old Country": Hanglely Connolly Epstein Chicco Foxman & Ewing, the firm from which this Firm emerged.
- D. "APB": When you need to find someone immediately, send an e-mail to "everybody" with "APB for ___" as the title.

- E. “System”: Our electronic document system, which is now named “Filesite” but is still commonly called Imanage.
- F. “The Cow”: You already know it by now, popular place for wine and cheese ceremonies. Miniature versions of the cow were distributed to attorneys and staff members who won some contest; this was before my time.
- G. “Coney Island Baby”: Ditty made famous by the vaudeville duo “Segal and Summers,” and covered by an artist called Lou Reed. Because its performance often elicits rounds of excitement and unrivaled anticipation, it is unanimously regarded as one of the highlights of any HASP gathering. Don’t take my word for it, go to the 28th Floor, where, if you are lucky, you can request an impromptu acapella performance by “S & S” – for free.
- H. “HASP Time”: Contested issue, but the better rule is that it is the average of the time on the clocks on your computer, telephone and blackberry.
- I. “The Lighter Side”: Another plug for the website, really, you should check it out. If anything, you can get tickets to Eagles games by following a Firm-sanctioned routine that MDH developed.

III. ALL THE WORLD’S A STAGE: WHO DOES WHAT AT HASP

- A. WTH: Chairman of the Firm, though you probably already knew that.
- B. DBP: HASP’s President and Chief Executive Officer. Like Harry Truman’s desk, DBP’s office is where the buck stops because that is where you need to go to obtain approval of your reimbursement requests.
- C. Accounting: Located on the 28th floor if you need to submit check requests. Your assistant should know where it is located; actually, YOU, too, should know its location.
- D. MEF/SJT: Is your computer frozen? Is Citrix down? Your important brief giving you headaches? Contact the Help Desk at 7075, or e-mail “it”. If you happen to be here after hours, you may get technology support through Adaptive Solutions, our contractor.
- E. JJW: This is where you go for issues with paralegals, 401(k), facilities, payroll, insurance, staff or office space.
- F. AMC/ML: They dole out work to litigation paralegals and litigation associates. No poaching allowed. We mean it!

- G. ACM: She is the associate observer; no, despite the name, she is not in charge of observing associates. Rather, she sits in on Board meetings and generally represents the associates' interests at the Firm. ACM also furtively schedules meetings in which associates discuss . . . well, I can't really disclose that, let's just say there is no shareholder observer at these meetings. Among the highlights of associate meetings is the routine interruptions of an anonymous shareholder – SSJ is the coded name – foraging for free food.
- H. Mentors: Each associate has a shareholder mentor, who is the person to approach with any issues with that associate. More junior associates are also mentored by senior associates. MDH is the mentor for paralegals.
- I. Nancy Hoffman: The newest addition to HASP. She is in charge of our marketing at HASP. If you have any marketing issues, such as press releases, announcements, etc., go see Nancy. RJG leads the Marketing Committee, while ACP, JAD, and MDH are working on our website.
- J. TLD: She is the litigation support specialist, in which capacity she provides technological support to the Firm's Litigation Department and assists litigation teams and clients in propounding and responding to requests for electronic discovery.

IV. MORE MATTER WITH LESS ART: THE REAL SERIOUS STUFF

- A. Friday Lunch: A feast fit for gods and the easiest way to meet the staff and attorneys with whom you do not regularly work. Remarkably, the line forms at 11:59, even though the e-mail is often sent minutes later. We often have baby showers, birthday parties, or other celebrations during Friday Lunch. If you pay careful attention you may see fans of *Lost*, *Desperate Housewives*, *The Office*, and *The MacNeil-Lehrer* break off into factions to discuss the latest plot twists. Please don't give away the endings for those who are a few episodes behind.
- B. Dinner Policy: You can order food if you are working in the office after 7:30 P.M. or at least five hours on a weekend day.
- C. Parking Vouchers: Available from JJW for clients who are coming to our offices for a meeting.
- D. Overtime Support: If you conclude that you will need secretarial support after 5 p.m., please contact EMB as soon as you can.
- E. Attire: We have business attire Monday through Thursday. The Firm, at its discretion, determines on an annual basis whether this

rule applies in the period sandwiched by Memorial Day and Labor Day. DMS is in business attire all the time, regardless of the Firm's policy, the weather, etc.

- F. Newspapers: The Legal Intelligencer, The Inquirer, and Daily News are available in front of Esther's, er Faye's, desk. Please don't take them to your offices, otherwise you will get in a lot of trouble. Don't even ask.

V. TOMORROW, AND TOMORROW, AND TOMORROW

The following resources, which we attach, also provide useful information about getting settled at HASP. You may not be able to get through them now, but you should keep them handy and review them when you have an opportunity:

- A. A memorandum by WTH about the form of closings for pleadings, briefs and letters (Exhibit A).
- B. A memorandum regarding the Firm's protocol for posting events on the Firm and Individual Calendars (Exhibit B).
- C. A list of the Firm's committees (Exhibit C).
- D. A list of common e-mail groups (Exhibit D).