A. Skills – 10 Points per Skill

Skill 1: Problem Solving
1.1. Identifying and diagnosing the problem
1.2. Generating alternatives, solutions and strategies
1.3. Developing a plan of action
1.4. Implementing the plan
1.5. Keeping the planning process open to new information and new ideas

Skill 2: Legal Analysis and Reasoning
2.1. Identifying and formulating legal issues
2.2. Formulating relevant legal theories
2.3. Elaborating legal theory
2.4. Evaluating legal theory
2.5. Criticizing and synthesizing legal argument

Skill 3: Legal Research
3.1. Knowledge of the nature of legal rules and institutions
3.2. Knowledge of and ability to use the most relevant tools of legal research
3.3. Understanding the process of devising and implementing a coherent and effective research design

Skill 4: Factual Investigation
4.1. Determining the need for factual investigation
4.2. Planning a factual investigation
4.3. Implementing the investigation strategy
4.4. Memorializing and organizing information in an accessible format
4.5. Deciding whether to conclude the process of fact gathering
4.6. Evaluating the information that has been gathered

Skill 5: Communication
5.1. Assessing the perspective of the recipient of the communication
5.2. Using effective methods of communication

Skill 6: Counseling
6.1. Establishing a counseling relationship that respects the nature and bounds of a lawyer's role
6.2. Gathering Information relevant to the decision to be made
6.3. Analyzing the decision to be made
6.4. Counseling the client about the decision to be made
6.5. Ascertaining and implementing the client's decision

Skill 7: Negotiation
7.1. Preparing for negotiation
7.2. Conducting a negotiation session
7.3. Counseling the client about the terms obtained from the other side in the negotiation and implementing the client’s decision
Skill 8: Litigation and Alternative Dispute Resolution Procedures
8.1. Litigation at the RO and BVA levels
8.2. Litigation at the appellate level
8.3. Advocacy in administrative v. judicial forums
8.4. Proceeding in dispute resolution before the CAVC

Skill 9: Organization and Management of Legal Work
9.1. Formulating goals and principles for effective practice management
9.2. Developing systems and procedures to ensure that time, effort and resources are allocated efficiently
9.3. Developing systems and procedures to insure that work is performed and completed at the appropriate time
9.4. Developing systems and procedures for effectively working with other people
9.5. Developing systems and procedures for efficiently administering a law office

Skill 10: Recognizing and Resolving Ethical Dilemmas
10.1. The nature and sources of ethical standards
10.2. The means by which ethical standards are enforced
10.3. The process for recognizing and resolving ethical dilemmas

B. Values – 25 points per value

Value 1: Provision of Competent Representation
1.1. Attaining a level of competence in one’s own field of practice
1.2. Maintaining a level of competence in one’s own field of practice
1.3. Representing clients in a competent manner

Value 2: Striving to Promote Justice, Fairness, and Morality
2.1. Promoting justice, fairness, and morality in one’s own daily practice
2.2. Contributing to the profession’s fulfillment of its responsibility to ensure that adequate legal services are provided to those who cannot afford to pay for them
2.3. Contributing to the profession’s fulfillment of its responsibility to enhance the capacity of law and legal institutions to do justice

Value 3: Striving to Improve the Profession
3.1. Participating in activities designed to improve the profession.
3.2. Assisting in the training and preparation of new lawyers
3.3. Striving to rid the professions of bias based on race, religion, ethnic origin, gender, sexual orientation, or disability, and to rectify the effects of these biases

Value 4: Professional Self-Development
4.1. Seeking out and taking advantage of opportunities to increase his or her knowledge and improve his or her skills
4.2. Selecting and maintaining employment to pursue his or her professional and personal goals.
4.3. Networking and building professional relationships

GRAND TOTAL [200 Max]