Education Committee
Oral History Project Process

1. The Education Committee oversees the Oral History process. The committee works with the local Community Partnership Panels (CPP) for funding and nominations. ALL CPP recommendations must be approved by the Education Committee and ALL CPP funding request must be approved by the Board.
2. All nominations must be submitted on the Nomination Form and submitted to the Education Committee.
3. LBF staff contacts the person to see if they are interested.
4. If interested, staff sets up a date, time, and place for the interview (coordinating with interviewee, interviewer & videographer)
5. Staff sends a letter with detailed information on the interview, a Biographical Data Form, and a self-addressed stamped envelope and begins files on the interviewees.
6. Biographical Data Form is returned to the LBF and staff will send interviewer a copy of the completed form, Interviewer Tips, Interview Outline, and an Authorization and Release Form.
7. Interviewer contacts interviewee to set up pre-interview to discuss bio, topics, last question, release, and memorabilia.
8. Interviewer finalizes the interview outline/questions.
9. Interview takes place and memorabilia is recorded.
10. Interview is edited.
11. The edited interview is loaded to the LBF YouTube channel and put on LBF website.
12. An edited and unedited copy of the interview is sent to the interviewee with a thank you letter.
13. The interviewer and interviewee are invited to the regional annual fellows meeting and a presentation is made.
14. Local Bar Associations also receive a copy of each interview from their area.
Nomination Form*
All sections of this form must be complete to be considered.

For a list of completed Oral Histories go to www.raisingthebar.org/ProgramsAndProjects/OralHistories.asp

Oral History Interview of (Full Name)

If this person is NOT a Louisiana attorney, Judge or professor please include their title:

City practiced:

City they reside:

Address:

Phone:

Email:

Historical contributions to Louisiana's legal history:

Person nominating name, phone number, and email:

Would you be interested in conducting the interview?

If not, do you know someone who may?

Is CPP funding designated for this person?

* In addition to their making outstanding contributions to Louisiana law or legal history, all nominations must be of stellar character and professional fitness.

Send complete form to:
Louisiana Bar Foundation
Attn: Dee Jones
1615 Poydras Street, Ste. 1000
New Orleans, LA 70112

Email dee@raisingthebar.org or Fax to 504-561-1046
Biographical Data Form

Please compile the following data for use by your interviewer.

1. Full Name ________________________________

2. Address __________________________________

3. Office Telephone ____________________________

4. E-mail ____________________________________

5. FAX ______________________________________

6. Home Telephone _____________________________

7. Date and Place of Birth ______________________

8. Parents (Names, dates of birth/death, occupations) __________________

9. Siblings (Names, designation as older or younger) ____________________

10. Spouse (Name, occupation) __________________

11. Children (Names, dates of birth, occupations) ________________________

12. Primary, Secondary and Higher Education (where and when) ____________

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13. Military/Government Service (Dates and Places) 


14. Professional Background (law firm/business names and dates) 


15. Judicial Service (position, dates) 


16. Political positions (position, dates) 


17. Other Employment 


18. Civic and Community Activities and Honors 


19. Books and/or articles you have written 


20. Name, relationship and phone number of three acquaintances that the interviewer may contact for further information about you. 


Please feel free to use additional paper if necessary.

Return to: 
Dennette L. Young, Louisiana Bar Foundation
1615 Poydras Street, Ste. 1000, New Orleans, LA 70112
I. INTRODUCTION BY INTERVIEWER
Interviewer name, date, place, “interview being conducted for the Oral History Project of the Louisiana Bar Foundation”

II. BACKGROUND
The interview should begin with the interviewer asking the interviewee to state his full name and full date of birth.

A. Birth Family:
   Grandparents
   Parents (names, places and dates of birth, business, political and community activities and interests)

B. Childhood:
   Community (home, friends, recreation, travel, hobbies, reading)
   Grade school (teachers, classes, special events)
   Part-time or summer work experience

C. College:
   How chosen
   Influential teachers and courses, study habits, friends, extracurricular activities, part-time or summer work

D. Community:
   Military service
   Non-legal career or jobs and civic function volunteer, if any
   Impact of major social, economic and political events

E. Law School:
   How interest in the law began (did you know any lawyers?)
   Choice of law school
   Professors, courses
   Friends, activities, work
   Assessment of value of law school curriculum
III. CAREER AS LAWYER

A. Early experience:
   Bar exam, job search
   Beginning salary; comparison with other professions
   First clients, cases
   Daily routine (working hours, lunch, office location)
   Description of surrounding community
   Law Firm/Law Department
   First day at the office
   Responsibilities as an associate
   Partners and other associates
   Strong influences on early career (people, events)

B. Evolving career:
   Practice specialty (how developed, changes)
   Professional and political outlook and affiliations
   Work habits
   Local bar and bench
   Influence of state bar
   Other lawyers, business people, and colleagues
   Professional, economic and social atmosphere of local community
   Involvement in local, state, national politics
   Impact of major events (wars, civil rights movement, women's movement)
   Impact of legislation on your specialty
   Changes in office technology
   Becoming a partner
   Major firm clients, matters and cases
   Changes in law firm administration (leadership and decision making, recruiting and hiring, committee system)
   Newly developing practice areas
   Recollections of judges and other lawyers
   Trial strategies, business practice and counseling strategies
   How corporate culture is passed down
   Business development and future planning, geographical expansion
ATTENTION JUDGES:
Please see attached JUDGES SECTION I. and II. before moving on.

IV. COMMUNITY ACTIVITIES AND CAREER OVERVIEW
   Professional and other organizations
   Impact of a judicial career on family life and social activities
   Rewards and advantages of judicial career
   Hardships and pitfalls
   Major contributions to society and legal history

V. THE PRESENT
   Current activities
   Projects yet to be accomplished
   “Retirement”/parameters of your type of retirement

VI. SECOND TO LAST QUESTION
   The second to last question to the interviewee should be “Is there anything else you wish I had asked and you would like to tell us?”

VII. FINAL QUESTION
   The final question should be prefaced by saying, “My final question to you is” to give a signal to the interviewee to wrap things up. The final question should be determined in advance, e.g. “How would you like to be remembered?” or “Of what accomplishment are you the most proud?” or “What accomplishment gave you the most satisfaction?”

REMEMBER: Please remember to ask for memorabilia.
JUDGES SECTION 1.

CAREER AS JUDGE

A. Transition to the bench:
   Accession - election or appointment
   Political and professional factors in going on the bench; changes in selection process over the years
   Change in income

B. Early Experiences:
   First day or week on the job
   Associations with other judges and lawyers
   A typical day

C. Judicial Techniques:
   Methods of preparation
   Approach to making decisions
   Working with colleagues
   Significant cases (precedent making, most interesting, most challenging, most typical)

Characteristics of a good trial
Changes in rules
Changes in demands on court since appointment; court response to overloaded dockets
Writing opinions; significant opinions
Leadership qualities of judges
Settlement of cases (procedures, changes)
Changes in society's attitude toward law (litigation, lawyers, judiciary)
Increasing tendency toward raising constitutional issues
Changes in types of cases
Scope of case management
JUDGES SECTION II.

OTHER ASPECTS OF ADMINISTRATION AND PUBLIC POLICY

A. Colleagues and legal associates:
   Outstanding lawyers: What are required qualities?
   Post-trial relationships with litigants
   Law clerks
   Qualities of a good judge

B. Judicial Administration:
   Technological changes and their impact
   Increasing numbers of judicial conferences (advantages and disadvantages)
   Alternative dispute resolution (arbitration, mediation)

C. Public Policy/Judicial Philosophy:
   How judicial philosophy has evolved over the years
   Political and social philosophy
   Federal legislation (impact and implications)
   Judicial activism
   Major challenges facing the judicial system today
   Importance of informal contacts (judicial meetings, bar meetings, social events) for development of law
   Relationship between punishment and reform
   Extent of court’s influence on public policy
   Role of judiciary toward legislation (applying statute or interpreting it)
   Resolving a conflict between law and conscience
   Effects of new emphasis on ethics in law practice
   Regional differences in judiciary and law practice throughout U.S.
   Significance of legal-aid groups
   Cameras in the courtroom
Interviewer Tips

1. The interviewer will not be seen; only the voice will be heard. The interviewee, however, will be seen throughout. Men should wear a white or blue shirt and to avoid herringbone or any fine plaid or patterned jacket or tie. Pinstripes or large patterns are acceptable. Women should follow the same instructions regarding small patterns or plaids in their choice of clothing.

2. Plan for your questions and the answers of the interviewee to last approximately one hour.

3. To insure a smooth interview, we recommend that the interviewer meet with the interviewee at some point prior to the event for a pre interview. Go over the process and the topics you intend to cover. Ask if there are any issues the interviewee would particularly like to discuss. Also, ask if there are any subjects the interviewee does not want to mention (and then follow that instruction).

4. During the pre interview, ask the interviewee to bring to the interview memorabilia such as photos of themselves, family, friends, time periods, court houses, significant events, mentors, copies of publications, degrees, etc. These items will be captured on film the day of the interview and returned that same day.

5. Ask open ended questions.... Do NOT retell the interviewee's story. Act as though you are meeting the interviewee for the first time. Ex. Do not say “You worked as a judge for the fifteenth circuit court of appeals. Tell me about it.” Instead ask, “What was your job title? And what did you do?” The second question will force the interviewee to say “I was a judge for the fifteenth circuit court of appeals. During that time, I......”

6. Don’t let periods of silence fluster you. Give your narrator a chance to think of what she wants to add before you hustle her along with the next question. Relax, write a few words on your note pad.

7. You are creating a record for posterity. Encourage the interviewee to use the full names of people to whom he refers, e.g. “Judge John Doe” as opposed to just “Judge Doe.”

8. When the interviewee has finished answering the last question, thank him for his participation to show that the interview has ended. Wait for the signal from the videographer that the camera has stopped running.
LOUISIANA BAR FOUNDATION
AUTHORIZATION AND RELEASE

I hereby authorize the Louisiana Bar Foundation (the "Foundation") to use the videotape of my interview in its Oral Histories Project for any and all purposes consistent with the mission of the Foundation to further the goals of professionalism and public service among the bench, bar and academia of Louisiana and to increase the public's understanding of the vital role performed by lawyers, judges and academicians in our society. I also do hereby release the Foundation, its officers, board members, employees and agents, from any and all claims based upon the content and publication of the aforesaid videotape, in whatever form it may be presented, including, without limitation, any delictual claim for invasion of privacy, defamation of character, inflection of emotional distress, or misappropriation of intangibles.

Date: ________________

Interviewee: ____________________________________________

Interviewee Signature: ____________________________________

Witness 1: _____________________________________________

Witness 2: _____________________________________________