



INTERVIEW PREP

First, thanks for your interest in Gutwein Law. We're excited to talk with you and look forward to learning more about how you'll fit into our team. As part of our interview process, we'll ask a number of different questions. One, for example, is why you chose to apply with us – what was it about our firm that was attractive to you? We'll also ask you to cite different situations you've been in and how you've navigated them. In general, it's important to come prepared with examples of times you've had to show your unique abilities.



THE INTERVIEW PROCESS

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| STEP 1: On-campus Interviews | August |
| STEP 2: In-office Interviews | August - Early September |
| STEP 3: Offers Sent | September |
| STEP 4: Summer Associate Begins | May |

THE ORIENTATION PROCESS

We want to start our new summer associates off on the right foot, so we take great care to get you integrated. The full orientation process at Gutwein Law takes about a week. The first two days are scheduled so we can get through all the policies, procedures, and systems without you feeling like you're stuck in a state of information overload.

We also put focus on getting our summer associates ingrained in our culture through introductions with new coworkers. We'll schedule a few welcome lunches for you, so you have the chance to meet everyone in the firm.

Finally, within in the first week, we'll schedule a meeting with firm management to review important information with you.

THE TRAINING

Some of the training our summer associates receive:

- Summer associates will review the Ken Adams' series "Drafting Clearer Contracts."
- Summer associates will attend monthly one-hour cross-training sessions to learn different practice areas.
- Summer associates will have the opportunity to work on a number of different projects within various practice areas, which are outlined on the backside of this document

THE FEEDBACK PROCESS

- Feedback at Gutwein Law is given in every email, phone call, or face-to-face meeting.
- Our summer associates will have a mid-summer evaluation where completed assignments will be reviewed and any feedback from the attorneys will be discussed. Any remaining goals for the summer employment will also be examined.
- At the end of your summer employment, you will have a final evaluation to discuss your overall performance, and you'll have a chance to provide feedback on the program.
- After a three-week reflection period, a call will be scheduled to discuss the possibility of full-time employment.

THE EXPERIENCE

We'll work to ensure you see as many different tasks as possible. To see some of our summer associates' past experiences, be sure to check out our blog.





BUSINESS LAW

- Forming Business Entities such as Corporations (for- and nonprofit) and LLCs
- Drafting various contracts for Clients, such as: Dealer Agreements; Gift Agreements; Purchase of Shares Agreements; and Termination Agreements.
- Researching (often with accompanying memoranda) a number of topics from Partnership Tax, Cascading Distributions, Foundations, Private Operating Foundations, Self-Dealing Transactions, Foreign Registration of Businesses, and the Tax Implications of Mergers and Acquisitions Reorganization

REAL ESTATE

- Drafting various contracts for Clients, such as: Lease Agreements and Addenda; Purchase Agreements; Warranty and Quit Claim deeds; Security Agreements; and Sales Disclosures
- Researching secured transactions and the SAFE Act (with accompanying memo) and local zoning ordinances
- Working on a real estate transaction from start to finish

ESTATE PLANNING

- Preparing a Client's Estate Plan, including Living Will, General Power of Attorney, Medical Power of Attorney and Will.
- Preparing Estate Planning Summaries for clients

LITIGATION

- Negotiating a Settlement with an Insurance Company
- Preparing Motions to Dismiss
- Attending various court proceedings
- Preparing a Demand Letter regarding a Life Insurance Policy
- Preparing Deposition Summaries in preparation for trial

ADMINISTRATIVE LAW

- Preparing a Motion for Summary Judgment for an administrative appeal
- Preparing research that was used in a presentation to the County Commissioners
- Working with the Area Planning Commission
- Preparing a Response Letter to a DNR lease dispute
- Attending a Drainage Board Hearing

EMPLOYMENT LAW

- Preparing a Non-competition Agreement
- Researching immigration employment for closely held companies (with accompanying memo), non-competition laws and releasing EEOC claims and recovery

INTELLECTUAL PROPERTY

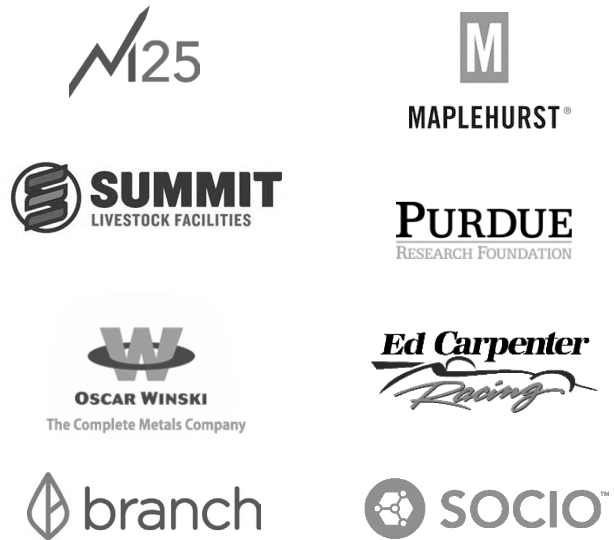
- Drafting Office Action Responses
- Compiling Trademark and Patent Search reports
- Reviewing and Summarizing incoming correspondence from USPTO
- Researching trademark and copyright infringement

CLIENT PROFILE OVERVIEW

With several of our team members being business owners themselves, entrepreneurial spirit is at the heart of everything we do. That means we're able to provide a real-world approach to our legal counsel to ensure our clients are not only getting the best legal advice possible, but the best business advice possible, too.

Our clients range from startup founders to Presidents of established companies, but they all have one thing in common: they're some of the best and most forward-thinking companies in the world. Here's a look at the specific types of client profiles we serve:

- 1 Middle Market Companies
- 2 Startups & Emerging Growth Technology Companies
- 3 Intellectual Property Portfolio Companies
- 4 Estate Plans for Individuals & Succession Planning for Companies
- 5 Real Estate Developers



OFFICE LOCATIONS

In six years in business, we've expanded from one office to three offices (and we're still growing). But we don't just pick our office locations at random. In fact, there's a lot of thought that goes into where we set up shop -- from the business climate to the culture to the building itself. With office locations in Lafayette, Indianapolis, and Minneapolis, here's some information on where we're located and why.

Lafayette

This is our home office, also home to Purdue University. Being close to a research University not only spurs innovation and startup activity, but it also ensures there's always something to do. Lafayette, Indiana ranks in the top 20 Best of the Midwest Rankings* for startups.

Indianapolis

Now open four years, our Indianapolis office has established a strong presence in the market and continues to see growth. It's centrally located -- just steps from restaurants, shopping, and countless other company offices. Did we mention its ranked #5 on the Best of the Midwest Rankings*?

Minneapolis

Our newest and first office outside of Indiana, and we didn't get there by accident. Minneapolis is ranked #2 on the Best of the Midwest Rankings*, meaning its an one of the best cities for emerging growth companies (and a perfect place for us). Our office here is located within a WeWork co-working space in the heart of Minneapolis, meaning its close to other companies and fun.

* Study published by M25



CULTURE OVERVIEW

We're Gutwein Law. A business law team made up of creative thinkers, big firm rebels, and seasoned entrepreneurs. At our firm, we focus on the value you deliver – and do everything we can to help you achieve your goals - as a person and a professional. We embrace a spirit of growth, innovation, and community, and combine it with deep focus in business law. But, we won't hire just anyone. In fact, we have a specific set of criteria we use when interviewing candidates:

- 1 Possess highly developed moral character. It might seem obvious, but we want our team to be full of humble, courageous, and honest people. To us, a strong moral compass is essential to team morale and growth of the company.
- 2 Be smart. And not just book-smart (although, that's necessary, too). On a daily basis, you'll interact with all kinds of people. You should always come across as creative, resourceful, professional and thoughtful, all while helping your clients achieve their goals.
- 3 Hustle. Not the swindle type of hustle, but the energetic, hard-working, relentless improvement type of hustle. We're not saying you need to be on the clock 24/7, but we want team members who strive to outwork the next person. At Gutwein Law, our people are willing to go the extra mile for their clients and others within the firm.
- 4 Be a "GutFit". And that doesn't just mean being a good fit, either. Look, we spend a lot of time together, so we need to be sure we not only enjoy each other's company, but can work together to achieve our mission as a firm. We like to view our group of employees as a team, but one who trusts each other enough to prioritize team success over individual accomplishments. On top of that, we want to be pumped to introduce you to the outside world – including clients, prospective clients, and referral partners alike.
- 5 Have a business mind. After all, we're a business law firm. Our clients look to us to not only provide sound legal advice, but to be a trusted business partner. And in order to do that, you must think like a business owner. You must have the ability to evaluate difficult decisions not only legally, but operationally and financially, as well.

PERKS OVERVIEW

If we want to hire the best, we understand the importance of creating the best workplace possible. We put tons of time and energy in making sure what we offer our team members goes beyond just financial benefits. As a summer associate at Gutwein Law, here are just a few examples of what you'll experience:

New Technology: We believe in order to be forward-thinking, you need the right tools. If you were hoping for Windows 95, sorry, that's not our style.

Training: From unlimited access CLE's to internal cross-training sessions to thoroughly vetted forms, we give you what you need to sharpen your skills and produce high-quality work.

Events: Who said lawyers don't like to have fun? Holiday parties? Check. Anniversaries? Check. Firm outings? Check.

Unlimited Coffee and Tea: We know what really keeps you moving. Plus, it's not bad having an inside connection to a coffee shop. Bottoms up!

Remote Working: Sometimes it's good to mix things up. Feel free to work from home, a coffee shop, or co-working space (we have memberships to several).

People: You'll work with some of the smartest, most-driven, hard-working people you've ever met. Sorry – we just had to throw that in.



This summer, I completed my legal summer internship at Gutwein Law. I am truly amazed at how much I learned in the 12 weeks that I was here. From day one, the attorneys gave me exciting and complex issues to work on and these experiences allowed me to develop and grow as a professional and an individual.

One thing I really enjoyed about Gutwein Law is that they did not expect me, as a summer intern, to sit on the sideline; they expected me to participate in hands-on work right away. On my first day, I was tasked with writing a motion for summary judgment and was expected to interact in a meeting with a new client. These types of experiences are what set Gutwein Law apart from many other law firms in regards to their summer employees.

Gutwein Law also hosted a number of formal and informal social activities throughout the summer. All of the summer interns were invited to an Indianapolis Indians game as our “farewell” party, we were invited back to run a half-marathon at Purdue, we had the opportunity to play in the Tippecanoe County Bar Association’s annual golf outing in order to network and meet people, and were invited to various lunches throughout the entire summer. These opportunities gave us a chance to build long-lasting relationships with the people we were working with and gave us the opportunity to network on a professional level.

By far, the best thing about Gutwein Law was the people. All of the attorneys have an open-door policy, inviting me to discuss and talk about issues that come up with my work at any point in the day. Everyone makes it a priority to create a work environment that is a perfect mix of professionalism and fun. The atmosphere at Gutwein Law made me feel welcome right away and I truly felt like I was an integral part of their team.

I really enjoyed my time this summer working at Gutwein Law. Everyone I worked with was accessible and willing to take the time to get to know me and help me through any issues I was facing. The people are open, friendly and you can tell they actually enjoy working together. Gutwein Law has a collaborative, open-door culture that makes it easy to work with and learn from exceptional professionals. Anyone interested in gaining hands-on legal experience should seriously give consideration to spending your summer at Gutwein Law.



Think of a lawyer. What comes to mind? If you're like some of America, you may not necessarily be thrilled with the image. But throw that idea out the window because I want to tell you about my experience working as a summer associate at Gutwein Law.

While wrapping up my last days here at the firm, I was asked to write a blog post about my experiences. The truth is, I could probably fill much more than a 500-word blog post about what I learned this summer, but I've done my best to keep it short. Here it goes:

My first week was a whirlwind. The inclusive culture ensured I had a front-row seat to every matter in the firm. And almost immediately, I was called upon to get involved directly in serving our clients. A new business needs formed? No problem. Have a contract dispute? We'll handle it. Need to patent your million-dollar idea? Let's do it. Every project I completed was supervised by an attorney who had deep experience in that particular area of business law. They gave me plenty of guidance and provided the necessary resources I needed to succeed. What could be better than that? Oh wait! How about attorneys that encourage you to get out and get involved in the business world? They do that, too.

Nearly every single attorney at Gutwein Law owns or runs a successful business. Just let that sink in for a minute. Who better to guide businesses through their legal issues than a business-owner attorney? Who would be better suited to guide my business law education? Here, attorneys are encouraged to pursue business opportunities outside the firm. It's part of the simple, yet impactful, Gutwein Law philosophy: provide clients legal strategies with business perspective.

And the best way to provide that perspective is to get deeply engrained. Through this method, Gutwein Law attorneys are able to do more than simply meet their client's needs. Instead, it empowers them to look for ways to ensure their clients succeed. I've witnessed first-hand how this method cultivates trust and confidence between client and attorney.

I could also talk about the start-to-finish real estate transaction I completed, the numerous contracts I drafted and revised, the client meetings I attended, the research projects I worked on, or the hearings I was able to attend. But, none of that truly represents the past three months. During my time as a summer associate, Gutwein Law taught me the importance of people—teaching people, listening to people, and investing in people. These lessons to me are just as important as any legal experience I could possibly gain.

So if you're a law student looking for a summer associate position, I'd highly encourage you to apply with Gutwein Law. And if you have any questions about what the summer associate program encompasses, you can always reach out via the Gutwein Law website.



Internships are exciting, nerve-wracking, and can change the course of your career in a few short months. I accepted a three month internship at Gutwein Law expecting a challenging summer while working closely with my coworkers learning more about the practice of law. Then the COVID-19 pandemic began and changed my expectations completely. I was hopeful to still have an internship or some semblance of one. I am grateful to be one of the lucky individuals to have had a full internship at an incredible firm as most of my peers had their internships canceled.

During the interview process, every firm talks about their flexibility and the ability to handle any situation. COVID-19 put those claims to the test, and Gutwein Law not only backed up their claims, but they blew them out of the water. My summer began by working remotely, which was a challenge that all firms had to face. Gutwein Law's IT department made the transition seamless by providing me with a laptop ready-to-go on day one. A meticulous daily schedule was provided allowing me to meet other members of the firm in all office locations. I was integrated into the firm from the start and I never looked back. That is flexibility at its finest.

Going into an internship you expect to work on basic projects that nobody wants to tackle. The simple monotonous time consuming work that people equate to "paying your dues." At Gutwein Law that was the furthest thing from my experience. I worked on stimulating projects that forced me to get out of my comfort zone. I was assigned a plethora of projects: I drafted contracts, formation documents, and worked on client matters from every practice group. I was assigned my own projects from the start, and the attorney's challenged my thoughts and welcomed discussion that led to the best work product for our clients. If you want to work for a firm that values your opinion and gives you independence from the start, then that firm is Gutwein Law.

The most distinct characteristic that Gutwein looks for in a person is hustle. Hustle not only applies to cultivating a book of business, but also how you approach your daily professional life. Hustle means advocating fiercely for your clients, being a great team member, and caring about your work. Hustle is embodied in the firm.

Without a doubt, the best part about Gutwein Law is the people. Everybody at Gutwein Law is intelligent, caring and genuinely wants the best for the firm and our clients. If you need help on a project you feel empowered to ask, there is always somebody around that wants to help you succeed. People create culture, not names on a wall. That is why Gutwein Law's culture is second to none.

If you're looking for a law firm that invests in its people, fights for its clients, has hustle, and trusts you with important work from the start, there is no better place than Gutwein Law.



MY EXPERIENCE AS A GUTWEIN LAW SUMMER ASSOCIATE IN 2020

This summer, I had the opportunity to work as a Summer Associate at Gutwein Law. It has been a great privilege to be able to complete a full Summer Associate program at an exceptional law firm amidst the COVID-19 Pandemic. I thoroughly enjoyed the opportunity to grow as a professional and get to know the great people at Gutwein Law. Even among the COVID-19-related changes and uncertainties in their own personal and professional lives, the members of the Gutwein Law team, at all levels, were willing to go above and beyond to ensure that I was put in a position to be successful and always received the support I needed.

The Gutwein Law Summer Associate Program begins with personal introductions with team members from all practice groups. The introductory meetings provide some insight into the wide range of work performed by Gutwein Law, as well as the type of dedicated, intelligent professionals that work at Gutwein Law. Further, the onboarding introductions made it clear that, as a Summer Associate, I was a welcomed and valued member of the Gutwein Law team for the summer.

Gutwein Law has a strong, positive firm culture that values individuals while emphasizing a team-first mentality. The team at Gutwein Law is energetic, optimistic, and fun and they genuinely enjoy working with and in support of each other. As a Summer Associate, expectations are high and the learning curve can be steep, but it was reassuring to know my coworkers were always willing to set aside time to assist me with any and all issues that I faced, project-related or otherwise. The willingness to support and assist me this summer was shown repeatedly by the Gutwein attorneys, paralegals, IT Department, Human Resources, and firm management, and I am appreciative of them all.

In regard to the legal work, Summer Associates at Gutwein Law are granted the opportunity to work on projects from all practice areas. Personally, with a background and interest in real estate, I was given the opportunity to spend a majority of the summer working on a wide range of interesting and challenging projects for the Real Estate practice group. I was able to perform real estate work on behalf of various types of clients: buyers and sellers, tenants and landlords, developers and individuals, and others. I drafted purchase agreements, leases, mortgages, title objections, deeds, and more. I undertook legal research projects and due diligence tasks relating to zoning issues, contract disputes, solar panel farm operations, property transaction closings, the list goes on. I was able to drastically expand my real estate-related legal skills and expertise this summer and I am immensely thankful to the Gutwein Law Real Estate practice group for welcoming me as a member of the team and allowing for me to learn under their guidance.

Along with the technical legal skills, Gutwein Law taught me how a highly-principled law firm treats and views clients. Multiple times throughout the summer, prior to starting a project, a member of the Gutwein Law team would share with me some of the client's personal background. They would tell me about some of the positive aspects of the client's family, business, character, and more. Gutwein Law genuinely values their clients on a personal level and they expected me to do the same. Gutwein Law taught me to work on behalf of clients with diligence and integrity as if they were my own friends or family, a mindset that will stick with me throughout my career.

My experience as a Summer Associate at Gutwein Law was a great chapter in my personal and professional development and I strongly recommend Gutwein Law to any law students in search of a fulfilling Summer Associate experience.