

Attachment C-1

2012 Economic Census

Information; Professional, Scientific, and Technical Services; Management of Companies and Enterprises; Administrative and Support and Waste Management and Remediation Services; Educational Services; Health Care and Social Assistance; Arts, Entertainment, and Recreation; and Other Services (Except Public Administration) Sectors

Prototype Standard Taxable Form



2012 ECONOMIC CENSUS

Legal Services

FORM
PS-54101 (DRAFT)

OMB No. 0607-0934: Approval Expires

DUE DATE
FEBRUARY 12, 2013

(Please correct any errors in this mailing address.)

Need help or have questions?

- **Read** the accompanying information sheet(s) before answering the questions.
- **Visit** census.gov/econhelp
- **Call** 1-800-233-6136, between 8:00 a.m. and 6:00 p.m., Eastern time, Monday through Friday.

PS-54101

Report Online - It's fast and secure!
Go to: census.gov/econhelp

- OR -

Mail your completed form to:

U.S. CENSUS BUREAU
1201 East 10th Street
Jeffersonville, IN 47134-0001

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the U.S. Census Bureau. By the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

- Use blue or black ballpoint pen.
- Do not use pencil or felt-tip pen.
- Do not put slashes through 0 or 7.
- Please center numbers in their respective boxes.
- Place an "X" inside the box.

Examples:

0 1 2 3 4 5 6 7 8 9

The reporting unit for this form is an establishment. An **establishment** is generally a single physical location where business is conducted or where services or industrial operations are performed. For further clarification, see information sheet(s).

1 EMPLOYER IDENTIFICATION NUMBER

Is the Employer Identification Number (EIN) shown in the mailing address the same as the one used for this establishment on its latest 2012 Internal Revenue Service Form 941, Employer's Quarterly Federal Tax Return?

0021 Yes - Go to **2**

0022 No - Enter current EIN (9 digits) →

0025

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2 PHYSICAL LOCATION

A. Is this establishment's physical location the same as shown in the mailing address? (P.O. Box and rural route addresses are not physical locations.)

0031 Yes - Go to line B

0032 No - Enter physical location →

0035 Number and street

0036 City, town, village, etc.

0037 State

0038 ZIP Code

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CONTINUE WITH **2** ON PAGE 2

54101019



2 PHYSICAL LOCATION - Continued

B. Is this establishment physically located inside the legal boundaries of the city, town, village, etc.?
(Mark "X" only ONE box.)

- 0041 Yes 0042 No 0043 No legal boundaries 0044 Do not know

C. In what type of municipality is this establishment physically located?
(Mark "X" only ONE box.)

- 0046 City, village, or borough 0047 Town or township 0048 Other 0024 Do not know

3 OPERATIONAL STATUS

Which ONE of the following best describes this establishment's operational status at the end of 2012?
(Mark "X" only ONE box.)

- 0011 In operation
0013 Temporarily or seasonally inactive

0014 Ceased operation - Give date at right →

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

0015 Sold or leased to another operator - Give date at right →
AND enter name and address of new owner or operator and Employer Identification Number (EIN) below ↴

0060 Name of new owner or operator	0061 EIN (9 digits)
<input type="text"/>	<input type="text"/>

0062 Mailing address (Number and street, P.O. Box, etc.)

0063 City, town, village, etc.	0064 State	0065 ZIP Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

0016 Other - Specify →

4 MONTHS IN OPERATION

Number of months in operation during 2012 (If none, mark "X" and go to 30.) 0002

2012 Number
<input type="text"/>

HOW TO REPORT DOLLAR FIGURES

Dollar figures should be **rounded to thousands** of dollars.

If a figure is **\$2,035,628.79**: **Report** →

If a value is "0" (or less than \$500.00): **Report** →

Mark "X" if None	2012		
	\$ Bil.	Mil.	Thou.
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

EXAMPLE

5 SALES, SHIPMENTS, RECEIPTS, OR REVENUE

Operating receipts (Legal aid societies should report total revenue, including contributions, gifts, and grants.) 0100

Mark "X" if None	2012			
	\$ Bil.	Mil.	Thou.	Dol.
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6 Not Applicable.

54101027

If not shown, please enter your 11-digit Census File Number (CFN) from the mailing address.

7 EMPLOYMENT AND PAYROLL

Include:

- Full- and part-time employees working at this establishment whose payroll was reported on Internal Revenue Service Form 941, Employer's Quarterly Federal Tax Return, and filed under the Employer Identification Number (EIN) shown in the mailing address or corrected in **1**.

Exclude:

- Temporary staffing obtained from a staffing service.
- Contractors, subcontractors, or independent contractors.
- Full- or part-time leased employees whose payroll was filed under an employee leasing company's EIN.
- Purchased or managed services, such as janitorial, guard, or landscape services.
- Professional or technical services purchased from another firm, such as software consulting, computer programming, engineering, or accounting services.

For further clarification, see information sheet(s).

Mark "X" if None

2012
Number

A. Number of employees for pay period including March 12 0320

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B. Payroll before deductions
(Exclude employer's cost for fringe benefits.)

Mark "X" if None

2012

	\$ Bil.	Mil.	Thou.
1. Annual payroll 0300 <input type="checkbox"/>			
2. First quarter payroll (January-March, 2012) 0310 <input type="checkbox"/>			

8-18 Not Applicable.

19 KIND OF BUSINESS OR ACTIVITY

Which **ONE** of the following best describes this establishment's principal kind of business or activity in 2012? If none of the provided selections seem appropriate, provide a specific description of the primary business activity.

Mark "X" only ONE box.

Offices of lawyers

- 0700 541 110 10 1 Law partnership or professional corporation/association, or individual lawyer or attorney engaged in private practice
- 541 110 20 1 Legal aid societies and similar legal services

All other legal services

- 541 191 00 1 Title abstract or settlement offices
- 541 199 00 2 Notary public services
- 541 199 00 3 Paralegal services
- 541 199 00 1 Patent agent services
- 523 991 00 5 Trustee in bankruptcy
- 541 199 00 4 Process servers

Other kind of business or activity

773 000 00 1 Other kind of business or activity - Describe ↴

0701

54101035



20 CLASS OF CUSTOMER

Estimate the percentage of receipts (reported in **5**) by class of customer.

2012	
Whole percent of receipts	
	%
	%
	%
	%
	%
1 0 0	%

- 1. Business firms and farms 3108
- 2. Not-for-profit organizations (Include religious organizations) 3107
- 3. Federal government 3105
- 4. State and local governments 3106
- 5. Individuals (Include receipts from individually owned businesses on line 1.) 3100
- 6. **TOTAL**

21 SUPPORT SERVICES

Was this establishment primarily engaged in providing management, administrative, or support services to other establishments of your enterprise (rather than for the general public or other business firms) in 2012?

- 0998 Yes
- 0999 No

HOW TO REPORT PERCENTS

Percents should be **reported** in **whole** percents.

If figure is **38.76%** of total sales: **Report** →

2012				
Report thousands of dollars OR whole percents. Estimates are acceptable.				
\$ Bil.	Mil.	Thou.	Percent	
			3	9

22 DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE

(Report receipts by source either as a dollar figure or as a whole percent of total receipts (reported in **5**). See **HOW TO REPORT DOLLAR FIGURES** on page 2 and **HOW TO REPORT PERCENTS** above. Do not combine data for two or more receipts lines.)

- Line 1** - Report receipts from the practice of criminal law on the appropriate line(s). Include reimbursement of expenses incurred for clients.
- Line 2** - Report receipts from the practice of civil law on the appropriate line(s). Include reimbursement of expenses incurred for clients.
- Line 4a** - Report receipts from researching public land records to gather information relating to real estate titles; preparing documents necessary for the transfer of the title, financing, and settlement; conducting final real estate settlements and closings; and filing legal and other documents relating to the sale of real estate.
- Line 4b** - Report receipts from document filing and search services. Report all document preparation on **line 4c**.
- Line 5** - Report receipts from the serving of legal documents. Include all forms of writs, warrants, summons, citations, libels, and orders used in judicial proceedings.
- Line 11** - Report distributions from law partnerships to individual lawyers who are members of the partnership and organized as professional service corporations/associations. Report fees for legal services provided directly to clients on the appropriate detail lines under **lines 1 and 2**.

Description of sales, shipments, receipts, or revenue

Description of sales, shipments, receipts, or revenue	Cen- sus use	2012				
		Estimates are acceptable. Report dollars OR percents.				
		\$ Bil.	Mil.	Thou.	Dol.	Percent
0723	0720	0721				0722
1. Legal services, criminal law	36710					
2. Legal services, civil law						
a. Real estate law	36370					
b. Wills, estates, and trusts	36380					

CONTINUE WITH **22** ON PAGE 5

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If not shown, please enter your 11-digit Census File Number (CFN) from the mailing address.

22 DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE - Continued

Description of sales, shipments, receipts, or revenue	Cen- sus use	2012				
		Estimates are acceptable. Report dollars OR percents.				
		\$ Bil.	Mil.	Thou.	Dol.	Percent
0723	0720	0721				0722
2. Legal services, civil law - Continued						
c. Family law	36390					
d. Business and commercial law						
(1) Bankruptcy law	36401					
(2) Intellectual property law	36402					
(3) Taxation law	36403					
(4) Other business and commercial law, including antitrust, incorporation, banking, securities, and insurance law - <i>Describe</i> ↗	36404					
(5) Sum lines 2d(1) through 2d(4)	36400					
e. Civil negligence	36410					
f. Labor and employment law	36420					
g. Other civil law						
(1) Environmental law	36431					
(2) Public and international	36432					
(3) Health care law	36433					
(4) Other civil law, including immigration/refugee, consumer, and other non-criminal law	36434					
(5) Sum lines 2g(1) through 2g(4)	36430					
3. Arbitration and mediation services						
a. Arbitration and mediation services, international commercial	36731					
b. Arbitration and mediation services, excluding international commercial	36732					
c. Sum lines 3a and 3b	36730					
4. Legal research and document services						
a. Title, abstract, and settlement services	36741					
b. Patent, copyright, and other intellectual property document filing and search services	36742					

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CONTINUE WITH **22** ON PAGE 6

22 DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE - Continued

Description of sales, shipments, receipts, or revenue	Cen- sus use	2012				
		Estimates are acceptable. Report dollars OR percents.				
		\$ Bil.	Mil.	Thou.	Dol.	Percent
0723	0720	0721				0722
4. Legal research and document services - Continued						
c. Other document filing and search services	36743					
d. Sum lines 4a through 4c	36740					
5. Process server services	36750					
6. Notarization and certification services	36760					
7. Legal translation services	36770					
8. Appraisal services, except real estate	37970					
9. Seizure and execution services	36790					
10. Expert witness services	36800					
11. Distributions from law partnerships to professional corporations/ associations	36810					
12. All other operating receipts - Describe if more than 10 percent of total receipts ↴						
	39721					
13. TOTAL OPERATING RECEIPTS - Sum of lines should equal 5 if reporting in dollars	39850					1 0 0

23 and **24** Not Applicable.

25 EXPORTED SERVICES

NOTE - An exported service is a product (e.g., service performed, license agreement) that is performed for, or sold or transferred to, a customer or client (individual, government, business establishment, etc.) located **outside** the United States (i.e., outside the 50 States, District of Columbia, U.S. Commonwealth Territories, or U.S. possessions). Include products provided to unaffiliated and affiliated foreign firms (e.g., foreign parent firms, subsidiaries, branches). Exclude products provided to domestic subsidiaries of foreign firms.

A. Did the receipts or revenue (reported in 5) include any amounts for exported services?

0911 Yes - Go to line B

0912 No - Go to 26

B. Amount of receipts or revenue for exported services 0914

2012		
\$ Bil.	Mil.	Thou.

54101068



If not shown, please enter your 11-digit Census File Number (CFN) from the mailing address.

26 SPECIAL INQUIRIES

A. PERSONNEL BY OCCUPATION

Enter employment reported on IRS Form 941, Employer's Quarterly Federal Tax Return, by occupation. The total should equal the number reported in **7**, line A.

Enter personnel who perform a variety of functions (secretaries, etc.) on the **one** line which best describes the **primary** nature of their work.

Line 1 - Lawyers who are members of a professional service corporation should be included here. The proprietor or partners **not** considered employees of the firm for federal tax purposes should be included in **B**, PROPRIETORS AND PARTNERS OF UNINCORPORATED BUSINESSES.

	Cen- sus use	Number of employees for pay period including March 12, 2012
1. Associate lawyers (employees of firm)	3231	
2. Paraprofessionals (law clerks, legal assistants, investigators, etc.)	3232	
3. Managers and other non-legal professional staff	3233	
4. All other (stenographers, bookkeepers, etc.)	3234	
5. TOTAL (Add lines 1 through 4. Total should equal 7 , line A.)	3200	

B. PROPRIETORS AND PARTNERS OF UNINCORPORATED BUSINESSES

Unincorporated businesses should report each proprietor or partner **not** considered employees for federal tax purposes at this location. For businesses operating at more than one location, report the proprietor or partners at the location where they spend most of their working time.

	2012 Number for the pay period including March 12
Active proprietor or partners at this location 3260	<input type="checkbox"/>

Mark "X" if None

C. EXPENSES OF LEGAL AID SOCIETIES

Total operating expenses, including payroll and fringe benefits, rent, depreciation, business and property taxes, and other overhead.
(Exclude capital expenditures, funds invested, losses from the sale of assets, interest paid, and bad debt.) 3520

2012			
\$ Bil.	Mil.	Thou.	Dol.

D. FRANCHISE

Was this establishment operating under a trademark authorized by a franchisor in 2012?
(Mark "X" only ONE box.)

- 0237 Yes - franchisee owned establishment
- 0238 Yes - franchisor owned establishment
- 0239 No

27-29 Not Applicable.

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REMARKS (Please use this space for any explanations that may be essential in understanding your reported data.)

30 CERTIFICATION - This report is substantially accurate and was prepared in accordance with the instructions.

Is the time period covered by this report a calendar year?

Yes

No - Enter time period covered →

FROM	Month	Year	TO	Month	Year
	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>

Name of person to contact regarding this report

Title

Tele-
phone

Area code	Number	Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>

Fax

Area code	Number
<input type="text"/>	<input type="text"/>

E-mail address

Date completed →

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Thank you for completing your 2012 ECONOMIC CENSUS form.
PLEASE PHOTOCOPY THIS FORM FOR YOUR RECORDS AND RETURN THE ORIGINAL.

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