

SAMPLE

ATTACHMENT A

If you wish to provide additional evidence or material (letters of reference, affidavits, explanation, etc.) that is material to the issue of your character and fitness, you must submit nine (9) copies as detailed below. It will expedite the hearing process if the applicant submits a brief and argument following the form of the issues raised in the Notice of Hearing. **This information must be *received* by the Committee no later than (Date). Any information received after this date may not be considered and/or may delay the recommendation by the Committee regarding your application.**

You should mail copies as directed in sections 2 through 4 below.

1. Each copy should contain a cover sheet as formatted below:

Before the Character & Fitness Committee of the Virginia Board of Bar Examiners	
In the matter of:	Your Name
Formal Hearing Date:	Month/Day/Year
Specific Area(s) of Inquiry:	
Submission Date:	Date that you submit

2. Send three (3) copies to the Virginia Board of Bar Examiners
 - (a) Two bound or stapled copies
 - (b) One copy **not** bound or stapled. All pages should be in the proper order. You may secure this copy with a rubber band or a large clip.
3. One copy to each of the Committee members.
4. One copy to counsel for the Character and Fitness Committee.