

Virginia Board of Bar Examiners

Character & Fitness Questionnaire

COVER PAGE

Please review the checklist
for instructions and required documentation.

Your Character and Fitness Questionnaire
MUST be signed and notarized and the handwriting sample completed.

VIRGINIA BOARD OF BAR EXAMINERS

2201 West Broad Street

Suite 101

Richmond, Virginia 23220-2022

804-367-0412

NCBE - 12345678
NST - YES

Processor:

OFFICE USE ONLY
Version 4.1 - Submitted November 6, 2018 - 19994**CHARACTER & FITNESS QUESTIONNAIRE**

In the Matter of the Application of

Jane Smith Doe

Candidate for Admission to the Practice of Law in Virginia

EXPLANATION AND INSTRUCTIONS

Before being issued a license to practice law in Virginia, each applicant is required by statute to produce to the Virginia Board of Bar Examiners evidence sufficient to satisfy the Board that the applicant is a person of honest demeanor and good moral character and possesses the requisite fitness to perform the obligations and responsibilities of a practicing attorney at law. *Va. Code Ann. § 54.1-3925.1*. The standards for making such evaluation are set forth in the Board's Rules and Supreme Court of Virginia Regulations. Completion of the Character & Fitness Questionnaire is the first step in this process.

You must answer each question on this Questionnaire fully and truthfully. Any omission, untruthful answer, or incomplete answer may result in your being denied the privilege of taking the bar examination and/or practicing law in Virginia. If you have any doubt about whether any matter should be reported on this Questionnaire, **you should** report it. Any advice you seek or receive does not absolve you of responsibility for your response. If an omission is deemed material, such omission may result in the denial of licensure.

When completing the Questionnaire or any subsequent update, if you are not sure of dates, times, places, or other information requested, it is your responsibility to consult the company, entity, court, governmental agency, or person involved to obtain **ALL** accurate and complete information.

Until you are licensed, admitted and registered as a member of the Virginia State Bar, you have a continuing duty to report immediately the following, in writing, to the Virginia Board of Bar Examiners: any change in your personal, educational or professional status that may affect your standing relative to your character and fitness to practice law, including **anything** that would modify **any** of the responses on this Questionnaire or subsequent updates.

An original Questionnaire with required attachments, signed and notarized, under oath or affirmation, must be submitted to the Secretary of the Virginia Board of Bar Examiners along with the appropriate fee, in accordance with the fee schedule currently in effect. An Application for Examination, Admission Without Examination, the Law Reader Program, Military Legal Assistance Attorney, or Military Spouse Provisional Admission **must be filed simultaneously** with this Character & Fitness Questionnaire. **You should keep a copy of your completed Character & Fitness Questionnaire for your personal records.**

- The filing deadline for the February Bar Exam is December 15 and for the July Bar Exam is May 10. Applications for Examination and Character & Fitness Questionnaires should be filed no more than 90 days prior to the filing deadline, but must be filed by the statutory filing deadline in accordance with § 54.1-3925.1 of the Code of Virginia.
- **I understand that this Questionnaire is not the application to take the Virginia Bar Examination and that I must file simultaneously an Application for Examination on the form prescribed by the Board of Bar Examiners, by the statutory filing deadline, in addition to this Character & Fitness Questionnaire.**
_____ (Initial Here)

Section 1 – Personal Information

1.1 Full legal name
Ms. Jane Smith Doe
 Title First name Middle name Last name Suffix

(A) My **Full Legal Name** is **Jane Smith Doe**, and I **enclose my Birth Certificate**, and I **enclose my Divorce Decree** as verifying documentation.

YES 1.2 Have you ever used or been known by any other name (other than a nickname), including but not limited to a legal name change, maiden name or former married name?
 Name Dates Reason for prior name
Jane Ann Smith 01/01/85 - 05/13/09 Birth

1.3 Last 4 digits of Social Security Number **9999**

1.4 Date of birth **January 1, 1985**

1.5 Place of birth **London, England**

YES 1.6 Were you born in a foreign country?
 (A) Please state at what age you came to the United States. Age **5**

Section 2 – Citizenship

NO 2.1 Are you a citizen of the United States?

YES 2.2 Do you reside legally in the United States according to the United States Immigration Laws and Regulations by holding a valid Visa?

(A) I will complete and submit the “Affidavit of Non-Immigration/Immigration Status” form.

Section 3 – Mailing Address and Residence

3.1 Provide your **current mailing address**, including your telephone number and email address.

Street **PO Box 123**
 City **Richmond** State **VA** ZIP **23226**
 Daytime phone **(804) 555-3928** County **Henrico**
 Email address **janesdoe@gmail.com**

NO 3.2 Do you reside at your current mailing address?
 Provide your **current residence address**.

Street **321 Main Drive**
APT 12
 City **Richmond** State **VA** ZIP **23220**
 County **Richmond City**
 From month/year **Sep 2014**

- YES 3.3** Since your 18th birthday or for the past ten (10) years, whichever period is shorter, have you resided at **any address, other than your current mailing address?**
List all addresses (permanent and temporary) where you have resided since your 18th birthday or for the past ten (10) years, **whichever period is shorter**. For each residence, list the address, together with the month and year of the beginning and ending dates.

1. From month/year **Feb 2012** To month/year **Aug 2014**
Street **123 Main Drive**
UNIT 15
City **Richmond** State **VA** ZIP **23220**
County **Richmond City**
-
2. From month/year **Aug 2003** To month/year **Jan 2012**
Street **999 Brooklyn Park Boulevard**
APT 78
City **Brooklyn** State **NY** ZIP **11205**
County **Manchester**
-
3. From month/year **Feb 1999** To month/year **Jul 2003**
Foreign address **10 Marina Boulevard**
#34-02 Marina Bay Financial Centre
Singapore 018983
Singapore

Section 4 – Marital Status and Support Obligations

- 4.1 Indicate your current marital status. **Divorced**
- YES 4.2** Have you had a marriage terminated by divorce, annulment, dissolution, or any other legal termination or separation?
(A) Please provide the title and number of the case, the name and address of the court granting the decree, date of the decree, grounds for termination, and name and address of your legal counsel.
1. **Jane Smith Doe v. James Alan Doe**
Case No. 38292
Circuit Court of City of Richmond, John Marshall Courts Bldg, Richmond, VA 23219
May 15, 2013
No fault
No Legal Counsel
- YES 4.3** Have you ever been or are you currently under any obligation to pay spousal support?
(A) Please state your compliance with such spousal support payments, and list the name and last known address of your former spouse to whom spousal support is/was to be paid.
1. **Current with payments**
James Alan Doe
123 First Drive
Richmond, VA 23232

- YES 4.4** Have you ever been or are you currently under any obligation to pay child support?
(A) Please state your compliance with such child support payments, and list the name and last known address of your former spouse or the custodial parent of your child(ren) to whom child support is/was to be paid.

- 1. All child support payments are current.**
James Doe
123 First Drive
Richmond, VA 23232

- YES 4.5** Have you had any actions filed in any domestic court, **including but not limited to**, motions, citations in contempt, child custody actions, or motions filed in any jurisdiction by any person or agency?
(A) Please provide all actions. List the title, case number, date, court name and address, your legal counsel's name and address, and disposition or current status.

- James Doe v. Jane Doe**
Case #JD2321
July 2013
Juvenile and Domestic Relations Court, City of Richmond, Oliver Hill Courts Bldg,
Richmond, VA 23219
No Legal Counsel
I was ordered to pay child support and court proceedings have been closed.

Section 5 – Education

- YES 5.1** Have you attended any colleges, universities, trade schools, or other post-high school educational facilities, other than law school?

List all colleges, universities, trade schools, or other post-high school educational facilities (except law schools) you have attended. Give the name and complete address of the registrar's office for each facility (including ZIP Code), the period of attendance (from and to dates), degree type and date received.

- 1.**
- | | | | | | |
|-----------------|----------------------------|----------------------|----------------------------|-----|--------------|
| School name | Brooklyn University | State | NY | ZIP | 11205 |
| Street | 16 Registrar Drive | Degree type received | Bachelor of Science | | |
| Street 2 | Suite 202 | Degree date | May 5, 2009 | | |
| City | Brooklyn | | | | |
| From month/year | Sep 2005 | | | | |
| To month/year | May 2009 | | | | |

- YES 5.2** Have you attended law school?

List all law schools you have attended. Give the name and complete address of your law school registrar's office (including ZIP Code), the period of attendance (from and to dates), and degree type and date received.

- 1.**
- | | | | | | |
|-----------------|----------------------------|----------------------|-------------------------|-----|--------------|
| School name | Brooklyn Law School | State | NY | ZIP | 11201 |
| Street | One Boerum Place | Degree type received | Juris Doctorate | | |
| City | Brooklyn | Degree date | January 15, 2012 | | |
| From month/year | Aug 2009 | | | | |
| To month/year | Jan 2012 | | | | |

NO 5.3 Have you participated in any jurisdiction's Law Reader Program, excluding Virginia?

NO 5.4 Are you applying for or have you completed the Law Reader Program?

Section 6 – Academic Conduct

YES 6.1 Have you ever been academically, administratively or otherwise disciplined, placed on probation, suspended, expelled, requested to terminate your enrollment, or allowed to resign in lieu of disciplinary action at any college, university, law school, trade school or any other post-high school educational facility?

(A) Please give the name and address of the institution, a description of the alleged violation, any action by the institution, the date of the action, and a full explanation of the reasons for such action.

While at Brooklyn University I had the following issues:

- 1. Spring 2006, I was on academic suspension for one semester while in college due to poor grades.**
- 2. Fall 2007, the members of our sorority were charged with possession of marijuana. We were subject to school disciplinary action, which the school delayed, pending the outcome of the case. When the case was dropped, the school also dropped their disciplinary action against us.**
- 3. Fall 2008, I was placed on social probation for one year following a drunk-in-public charge.**

**Brooklyn University
16 Registrar Drive
Suite 202
Brooklyn, NY 11205**

In the spring of 2010, while at Brooklyn Law School, I was placed on academic probation for violating the Honor Code. I submitted a term paper without proper citations and authorities and was accused of plagiarism. My professor submitted the paper to the Honor Council who determined that I was guilty of violating the Honor Code. As a result, I received a grade of "0" zero on the paper. I was also required to write an essay on the importance of the honor code, and I was placed on academic probation for one year where I had to remain in good academic standing. I had no further incidents during my time at Brooklyn Law School and successfully completed my degree in good standing.

**Brooklyn Law School
One Boerum Place
Brooklyn, NY 11201**

- YES 6.2** Have you ever been charged with violating the honor code of any educational facility (regardless of the disposition of the charge)?
- (A)** Please give the name and address of the institution, a description of the alleged violation, any action by the institution, the date of the action, and a full explanation of the reasons for such action.

In the spring of 2010, I was charged with violating the Honor Code at Brooklyn Law School. I submitted a term paper without proper citations and authorities and was accused of plagiarism. My professor submitted the paper to the Honor Council who determined that I was guilty of violating the Honor Code. As a result, I received a grade of "0" zero on the paper. I was also required to write an essay on the importance of the honor code, and I was placed on academic probation for one year where I had to remain in good academic standing. I had no further incidents during my time at Brooklyn Law School and successfully completed my degree in good standing. The plagiarized paper and supporting documents from the school are attached.

**Brooklyn Law School
One Boerum Place
Brooklyn, NY 11201**

- YES 6.3** Have you ever been accused of or investigated for improper conduct or alleged cheating on any standardized test or licensing exam?
- (A)** Please give the name and address of the entity administering the test, the test type and administration date, a description of the alleged violation, any action taken, the date of the action, and a full explanation of the reasons for such action.

In October 2008, I sat for the LSAT at Brooklyn University and was accused of writing after time was called. I had to retake the LSAT. I took the test again in December 2008 without incident.

**LSAC
662 Penn Street
Newtown PA 18940**

Section 7 – Military Service

- NO 7.1** Have you ever been rejected for service in any branch of the Armed Forces of the United States?
- YES 7.2** Are you currently or have you ever been a member of the Armed Forces of the United States, its Reserve components, or the National Guard?

7.3 Please indicate all the branches of the Armed Forces you are serving or have served.

- 1.** For your prior service, please indicate type of service, dates of service, and rank.

Type of service **Reserve Component - Army**
 Dates of service **October 15, 2005 to October 15, 2009**
 Rank **E-7**

(A) Please indicate your discharge status:

I received an Honorable Discharge

ATTACH: Copy of your latest annual points statement and evidence of honorable service.

2. For your prior service, please indicate type of service, dates of service, and rank.
- Type of service **National Guard - Army**
- Dates of service **July 10, 2003 to September 14, 2005**
- Rank **E4**
- (A) Please indicate your discharge status:
I received an Honorable Discharge
- Additional comments/information **I was discharged by the Army to attend school. When I entered college, I transferred to the Reserves.**
ATTACH: Copy of the NGB Form 22 (Report of Separation and Record of Service), or NGB Form 23 (Retirement Points Accounting), or its equivalent.
- NO 7.4 While serving in the Armed Forces of the United States, were you ever a defendant in any court-martial?

Section 8 – Employment/Unemployment History

- 8.1 **Employment Details** – You must provide detailed information for each period of employment, (i.e., self-employment, internships, volunteer work, or academic credit), and unemployment. **All information must be current, accurate, and complete** or your character and fitness investigation will be delayed.

Starting with your **current employment/unemployment**, account for all employment, self-employment, internships, volunteer work, academic credit, and unemployment going back ten (10) years, or since the age of 18, whichever is less. **All periods of time** must be accounted for.

For each **employment, self-employment, internship, volunteer work, or academic credit**, you must provide the following:

- Beginning and ending dates (month/year).
- The name of each employer, business, association or enterprise, and your position.
- Employer's **current mailing address** (including ZIP Code, email address, phone and fax numbers).
- Department and/or Supervisor.
- Reason for leaving.

If you were **self-employed or your employer is no longer in business**, you must provide the following:

- A verifying reference (e.g., supervisor, owner, client, etc.) (not a relative) who can substantiate your employment or self-employment information.
- Verifying reference's **current mailing address** (including ZIP Code, email address, phone and fax numbers).
- How you know the verifying reference (e.g., co-worker, boss, client, owner, etc.).
- How long you have known the verifying reference.

For each period of **unemployment**, you must provide the following:

- Beginning and ending dates (month/year) of each period of unemployment.
- Reason for unemployment, (e.g., in school, studying for bar exam, etc.).

All information must be current, accurate, and complete.

1. Employment type **Employed** From month/year **Mar 2014** To month/year **Present**
 Position **Attorney**
 Employer **Jones, Jones & Jones** Is employer still in business? **YES**
 Street **123 W St**
STE 510
 City **Richmond** State **VA** ZIP **23220**
 Phone number **(804) 555-1212** Fax number **(804) 555-1213**
 Supervisor or Department **Mr. Jones**
 Email address **jonesIII@jones.com**
 Additional comments/information **I practice only patent and federal law as I am not licensed in Virginia.**

2. Employment type **Unemployed** From month/year **Jul 2013** To month/year **Mar 2014**
 Reason for unemployment **Studying for the New Jersey bar exam**

3. Employment type **Employed** From month/year **Feb 2012** To month/year **Jul 2013**
 Position **Realtor**
 Employer **Brown Realty** Is employer still in business? **YES**
 Street **50 Michigan Ave**
 City **Richmond** State **VA** ZIP **23220**
 Phone number **(804) 555-6197** Fax number **(804) 555-6193**
 Supervisor or Department **George Brown**
 Email address **George@BrownRealty.com**
 Reason for leaving **I left to study for the New Jersey bar exam**

4. Employment type **Academic Credit** From month/year **Oct 2011** To month/year **Jan 2012**
 Position **Clerk**
 Employer **Brooklyn Law School - Family Law Clinic** Is employer still in business? **YES**
 Street **One Boerum Pl**
 City **Brooklyn** State **NY** ZIP **11201**
 Phone number **(210) 555-4848** Fax number **(210) 555-4849**
 Supervisor or Department **Professor Milhouse**
 Email address **milhouse@bls.edu**
 Reason for leaving **Semester ended**

5. Employment type **Internship** From month/year **Jun 2011** To month/year **Sep 2011**
 Position **Law Clerk**
 Employer **Macintosh, Hadley & Roth** Is employer still in business? **NO**
 Supervisor or Department **Mr. Matthew Hadley**

For all self-employment or for an employer who is no longer in business, you must provide a verifying reference (not a relative) who can substantiate your employment. Verifying reference information must be current and accurate.

Verifying reference **Mr. Matthew Hadley**
 Street **5487 59th St NW**
 City **Brooklyn** State **NY** ZIP **10054**
 Phone number **(210) 555-8797** Fax number
 Email address
 How known **Internship supervisor** Time known **7 years**
 Reason for leaving **Internship ended**

6. Employment type **Unemployed** From month/year **Nov 2009** To month/year **Jun 2011**
 Reason for unemployment **In law school**

7. Employment type **Employed** From month/year **Oct 2005** To month/year **Oct 2009**
 Position **Ammunition Specialist**
 Employer **US Army Reserves** Is employer still in business? **YES**
 Street **600 East Ave**
 City **Brooklyn** State **NY** ZIP **10053**
 Phone number **(201) 555-9870** Fax number **(210) 555-9558**
 Supervisor or Department **Capt. Mark Davis**
 Email address **MDavis1197@us.army.mil**
 Reason for leaving **My tour of duty ended and I was honorably discharged**

YES 8.2 Have you ever been terminated by any employer?
(A) Please identify the employer's name, address, date of termination, and reason for termination.

I was terminated from employment at Hills Department Store, 100 State Street, Brooklyn, NY while in high school (summer of 2004) due to my car breaking down and not being able to arrive on time.

YES 8.3 Have you ever been asked to resign or been given the choice of resigning in lieu of being terminated by any employer?
(A) Please identify the employer's name, address, date of resignation, and reason you resigned or were asked to resign.

**ABC Book Store
 8 Main St
 Brooklyn, NY 10053
 I was asked to resign in July 2004, in lieu of termination, for taking unauthorized leave.**

Section 9 – Contact Person and References

9.1 Name and daytime telephone number of a person who does not reside with you, but could assist the Board in contacting you.

Name	Relationship	Phone
Mary Smith	Mom	(804) 555-2147

- 9.2 You must provide three non-relative character references, **residing in the United States**, who know you well. Your character references can be professors, co-workers/employers (**not previously listed as a reference in the employment section**), neighbors or friends. Please **do not** list law school classmates.

Name **Officer David Smith** Occupation **Police Officer**
 Street **123 South St**
 City **Richmond** State **VA** ZIP **23220**
 Phone **(804) 555-5478** How long known **6 years**
 Email address **dsmith@henrico.police.gov**

Name **Professor Plummer** Occupation **Professor**
 Street **Brooklyn University, 16 Registrar Dr**
 Street 2 **Suite 500**
 City **Brooklyn** State **NY** ZIP **11205**
 Phone **(210) 555-2121** How long known **10 years**
 Email address **plummer@brooklyn.edu**

Name **Judge Hope Jones** Occupation **Judge**
 Street **100 Monumental Dr**
 City **Brooklyn** State **NY** ZIP **11208**
 Phone **(210) 555-4321** How long known **8 years**
 Email address **hjones@courts.ny.us**

Section 10 – Applications for Bar Admission

- YES** 10.1 As a law student, have you ever applied to be eligible to participate in a third year practice program?
(A) Please list the jurisdiction(s) and date (month/year).
New York on Jan 2011
- NO** 10.2 Some states require law students to pre-register to take their bar exam and/or to seek character and fitness certification. Have you ever registered as a law student or sought character and fitness certification as a law student?
- YES** 10.3 Are you currently or have you ever been admitted or licensed to practice law in any jurisdiction (i.e., any state or territory of the United States, or the District of Columbia)?
 List **all** jurisdictions where you are or have ever been **admitted** to practice law.

Jurisdiction	Application date	Application type	Admission status	Admission date	Proof of good character required?
New York	Jan 2012	Exam	Retired	June 21, 2012	YES
Massachusetts	Jan 2012	Exam	Suspended*	June 15, 2012	YES
Explanation for Suspended* admission status: My license was administratively suspended in October 2015 for failure to complete all Mandatory Continuing Legal Education requirement hours. I intend to complete the required hours in the next few months and be removed from suspended status.					
Maine	Apr 2014	Exam	Active	October 15, 2016	YES

YES 10.4 Are you currently or have you ever been granted conditional admission to practice law in any jurisdiction (even if you were later admitted without conditions)?

List **all** jurisdictions where you are or have ever been **conditionally admitted**.

Jurisdiction	Application date	Application type	Conditional Admission date	Admitted without conditions?
Maine	Apr 2014	Exam	October 15, 2015	YES

Provide an explanation for your conditional admission. All documents pertaining to your conditional admission must be included.

I was granted conditional admission for omissions on my bar application. See Maine Rule 9A(b)(1).

In my original character & fitness application, I did not disclose all of my prior criminal/traffic violations. The Maine Bar discovered I did not disclose my 2016 arrest for assault. This led to a conditional admission for a period of one year. I met the terms and conditions of the conditional agreement and was fully licensed on October 15, 2016.

I will include a copy of the Conditional Admission Consent Agreement.

YES 10.5 Have you ever applied for admission to practice law in any jurisdiction where the outcome resulted in your **not** being admitted (i.e., failed, denied, withdrawn, etc.) to the bar of such jurisdiction (even if you were later admitted)?

List the dates, type and status of **each** and **every** application/re-application you have ever filed for admission to practice law in any jurisdiction where the outcome of such application resulted in your **not being admitted**.

Jurisdiction	Application date	Application type	Application status	Proof of good character required?
New Jersey	Feb 2014	Exam	Pass - Never Admitted*	YES

Explanation for **Pass – Never Admitted*** application status:

New Jersey - I passed the February 2014 bar exam but didn't complete the Character and Fitness process. There were pending requirements needed, which I ignored because I changed my mind about pursuing licensure there. In February 2016, I received a letter from the New Jersey Board of Bar Examiners that I was denied for failure to cooperate.

Rhode Island	Mar 2012	Exam	Withdrawn*	YES
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Explanation for **Withdrawn*** application status:

I applied to take the Rhode Island bar exam, but later determined that I would not sit and withdrew my application.

YES 10.6 Have you ever applied to practice law in any jurisdiction where the current status of your application is pending (i.e., application status unknown at this time)?

List the jurisdiction, date, and type of **each** and **every** pending application.

Jurisdiction	Application date	Application type	Proof of good character required?
Ohio	Mar 2014	Exam	YES

Explanation for **Pending** application status:

I submitted a character and fitness application to Ohio in 2014, and later was approved. I was scheduled to sit for the July 2014 exam, but I became ill the weekend before the exam and did not take it. To date, I have not attempted to sit for the exam, so it remains pending.

NO 10.7 Have you ever been denied permission to take the bar examination in any jurisdiction?

Section 11 – Professional Licenses and Discipline

YES 11.1 Other than applications for bar admission, have you ever applied for, or held a license or certificate (e.g., CPA, real estate broker, physician, patent practitioner, etc.) which required proof of good character?

For each license or certificate you have ever applied for, other than for bar admission, identify the type of license or certificate; state the date it was granted or denied; the name and complete current mailing address of the authority issuing it; whether the license or certificate is active, inactive, pending, denied or revoked; and whether you have been reprimanded, censured, or otherwise disciplined as the holder of the license or certificate.

1.

License/Certificate type	Real Estate License	Issuing date	July 15, 2012
License/Certificate number	148415GMD		
Current status	Active		
Issuing authority	Realtor Board of Richmond		
Complete mailing address - Street	1234 Main St		
Street 2	Ste 222		
City	Richmond	State	VA
		ZIP	23222
Have any disciplinary proceedings been instituted against you by Realtor Board of Richmond?	YES		
Proceedings description and final disposition:	In March of 2013, Mr. Lodge, a client, filed a complaint with the Realtor Board of Richmond, 1234 Main St, Richmond, 23222, for not responding to his calls. The case number was DF234092. My real estate license was suspended for six months.		

YES 11.2 Have you ever been suspended, censured, reprimanded, disqualified or otherwise disciplined as a member of any profession?

(A) Please provide the facts and circumstances leading to the action, the professional agency and address, date, case or file number, and current status.

In March of 2013, Mr. Lodge, a client, filed a complaint with the Realtor Board of Richmond, 1234 Main St, Richmond, 23222, for not responding to his calls. The case number was DF234092. My real estate license was suspended for six months.

YES 11.3 Have there ever been or are there now pending any charges, complaints or grievances (formal or informal) concerning your conduct as a member of any profession or as a holder of public office?

(A) Please provide the facts and circumstances leading to the action, the professional agency and address, date, case or file number, and current status.

In January of 2012, my client, Mr. Baxter, alleged that I failed to advise him of two hearings and neglected to prepare adequately for his case. The New York State Bar dismissed the complaint.

In March of 2013, Mr. Lodge, a client, filed a complaint with the Realtor Board of Richmond, 1234 Main St, Richmond, 23222, for not responding to his calls. The case number was DF234092. My real estate license was suspended for six months.

- YES 11.4** Have you ever been removed from any office, public or private, because of conduct reflecting upon your character, or have any charges been made or filed, or proceedings instituted against you because of conduct reflecting on your character?
- (A)** Please provide the facts and circumstances leading to the action, the professional agency and address, date, case or file number, and current status.

In 2012, my neighbors had me removed as President of our Neighborhood Watch Committee in Richmond, VA. One night, while I was doing my rounds, I witnessed a break-in that I failed to report or acknowledge. I failed to do so because, upon closer look that night, I realized that it was my teenage brother, who had been battling a drug addiction. When my neighbors found out all of this, they voted to remove me as President.

- YES 11.5** To your knowledge, have you ever been investigated or charged with the unauthorized practice of law?
- (A)** Please set forth all facts and circumstances.

In 2012, I was investigated for unauthorized practice of law in Massachusetts. The case was dropped after I provided documentation of my current status to practice law.

- YES 11.6** To your knowledge, have you ever been employed by or otherwise affiliated with any person, firm or corporation who was investigated or charged with the unauthorized practice of law while you were so employed or affiliated?
- (A)** Please set forth all facts and circumstances.

In September 2016, Jones, Jones & Jones was investigated for unauthorized practice of law in the District of Columbia. Allegations were unfounded and no unauthorized practice of law was found to have taken place.

- YES 11.7** To your knowledge, have you ever been denied a security clearance or has a security clearance previously granted to you ever been revoked?
- (A)** Please explain fully, including the name of the issuing agency, the security designation and the particulars of the revocation or denial of the clearance.

2008: Applied to intern with the U.S. House of Representatives, but my security clearance was denied due to my 2006 misdemeanor trespassing charge.

Section 12 – Driving Records

- YES 12.1** Have you ever held a license to operate a motor vehicle in any state? List all state(s) where you have held a license to operate a motor vehicle **within the last five (5) years.**

State	Year acquired	Status	License number (Required for active only)	Year relinquished (Required for all except active)
VA	2012	Active	T12345678	

ATTACH a current driving record (dated within sixty (60) days of the date of filing this Character & Fitness Questionnaire) from each state listed.

The driving record printout **must** include your name and personal/verifying information.

Section 13 – Legal Proceedings: Civil, Juvenile, Criminal, and Traffic Violations

Legal Proceedings - The following questions must be answered fully, regardless of bond forfeitures, dismissals or similar termination, including charges that were not prosecuted. Nondisclosure of a criminal charge is allowable **only** when the charge has been expunged or sealed in accordance with the applicable state law.

Expunged and Sealed Offenses: While expunged or sealed offenses, arrests, or citations need not be disclosed, it is your responsibility to ensure the offense, arrest, or citation has, in fact, been expunged or sealed. It is highly recommended that you obtain a copy of the Court Order expunging or sealing the record in question. Failure to reveal an offense, arrest, or citation that has not, in fact, been expunged or sealed raises questions related to truthfulness in addition to questions regarding the offense itself.

Any **FELONY** offense, arrest, citation or charge (even if later reduced or otherwise amended) **must be disclosed**. A copy of the original warrant of arrest, indictment, and all final sentencing orders **must be attached**.

YES 13.1 Are you presently or have you ever been a party to or otherwise involved (except as a witness) in any civil or administrative action or legal proceeding?

1. Civil

Description of allegation	US Student Loan Lender entered a judgment against me.		
Plaintiff name	US Student Loan Lender		
Plaintiff attorney	Mary Davis, Esquire		
Defendant name	Jane Smith Doe		
Defendant attorney	Robert Wilson, Esquire		
Name of court	U.S. District Court		
Court address	333 Constitution Avenue N.W.		
City	Washington	State	DC ZIP 20001
Case number	CV11-12345	Case type	Default judgment
File date	April 11, 2011	Final court date	November 2, 2011
Final disposition	Judgment paid		

2. Civil

Description of allegation	Unpaid rent		
Plaintiff name	Future Holdings	Plaintiff DBA/TA	Hometown Apartments
Plaintiff attorney	Alex Forte		
Defendant name	Jane Smith Doe		
Defendant attorney	Frank Roberts		
Name of court	Richmond City General District Court		
Court address	400 N 9th St		
City	Richmond	State	VA ZIP 23221
Case number	GV14123456-00	Case type	Non-payment of rent
File date	6-10-2014	Final court date	7-15-2014
Final disposition	Ordered to pay \$860.76 for amount owed.		

- YES 13.2** Are you presently or have you ever been a party to or otherwise involved (except as a witness) in any action or legal proceeding in a juvenile court?
Any **FELONY** offense, arrest, citation or charge (even if later reduced or otherwise amended) **must be disclosed**. A copy of the original warrant of arrest, indictment, and all final sentencing orders **must be attached**.

1. Juvenile

Date of incident or time period **January 11, 2006** Felony? **NO**
 Offense initially charged **Trespassing, misdemeanor**
 Facts and circumstances, in detail, leading up to charge **Some friends and I went to our high school at night and entered the building after hours. We set off an alarm and the police arrived. We were issued citations for trespassing and our parents were notified.**
 Location of offense (City/County) **Brooklyn** State **NY**
 Did you appear in court? **NO**
No Court Appearance
 Final disposition **Guilty, paid the fine**
 Paid to **Brooklyn Court**
 Amount paid **\$100** Date paid **2/5/2006**

- YES 13.3** Are you presently or have you ever been a party to or otherwise involved (except as a witness) in a criminal or quasi-criminal action or legal proceeding, whether involving a felony, misdemeanor, minor misdemeanor, or **any traffic offense or infraction**, (including charges which did not require your appearance in court, such as any camera violations)?
NOTE: Submitting your current driving record does **not** relieve you of your obligation to provide the detailed information requested for each and every charge.
 Any **FELONY** offense, arrest, citation or charge (even if later reduced or otherwise amended) **must be disclosed**. A copy of the original warrant of arrest, indictment, and all final sentencing orders **must be attached**.

1. Criminal/Quasi-Criminal/Traffic

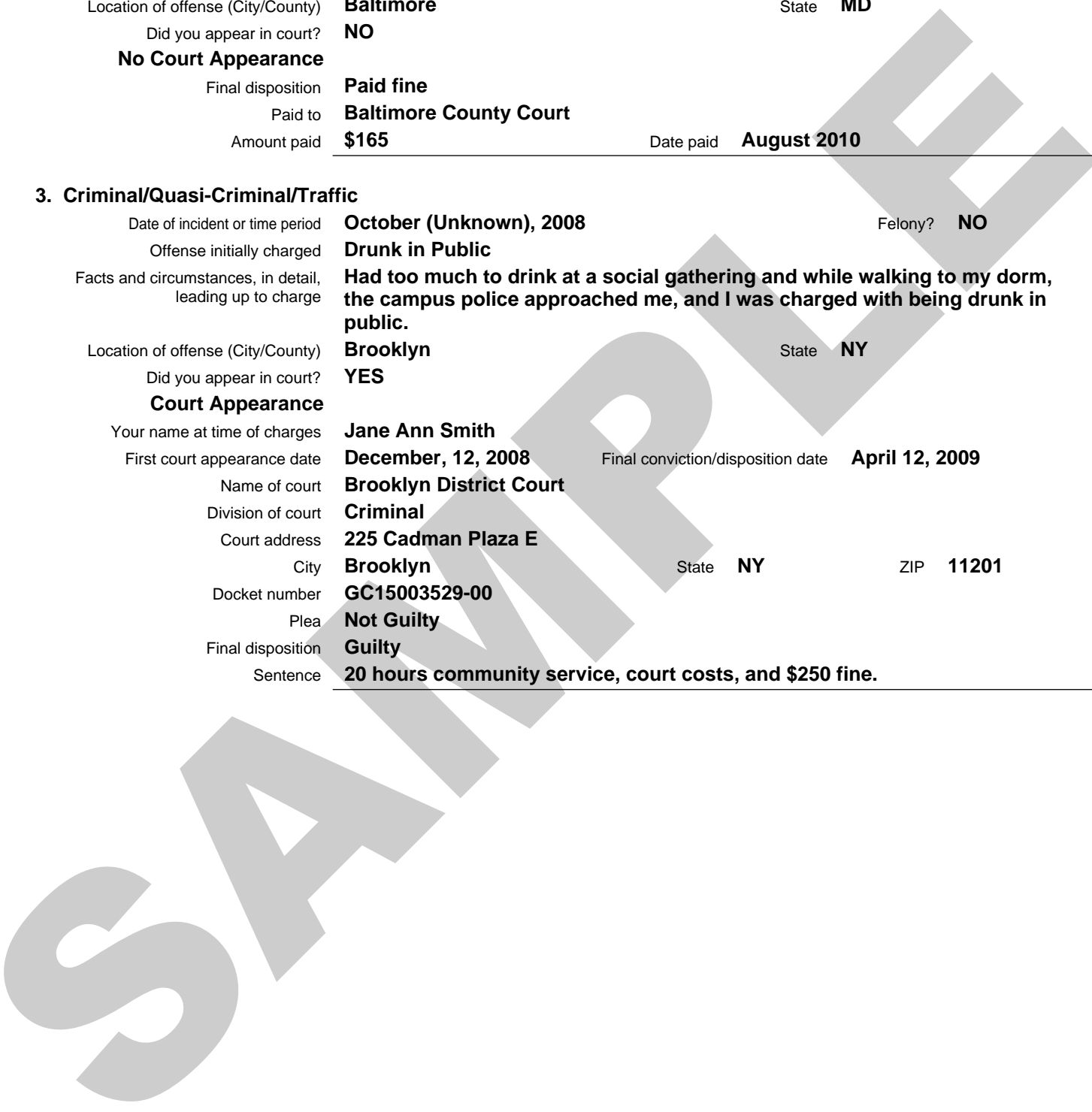
Date of incident or time period **March 16, 2016** Felony? **YES**
 Felony documentation required You must obtain a copy of the original warrant of arrest, indictment, and all final sentencing orders and attach them to this Questionnaire.
 Offense initially charged **Assault**
 Facts and circumstances, in detail, leading up to charge **I was arrested and charged with assault for swatting at a police officer when he grabbed my arm.**
 Location of offense (City/County) **Henrico** State **VA**
 Did you appear in court? **YES**
Court Appearance
 Your name at time of charges **Jane Smith Doe**
 First court appearance date **April 29, 2016** Final conviction/disposition date **November 10, 2016**
 Name of court **Henrico County Circuit Court**
 Division of court **Criminal**
 Court address **4301 E Parham Rd**
 City **Richmond** State **VA** ZIP **23228**
 Docket number **GT16060782-00**
 Plea **Not Guilty**
 Final disposition **Dismissed**
 Sentence **Completed 80 hours of community service.**

2. Criminal/Quasi-Criminal/Traffic

Date of incident or time period **April 6, 2010** Felony? **NO**
 Offense initially charged **Speeding**
 Facts and circumstances, in detail, leading up to charge **Speeding on Interstate 95 going to New York from Richmond. Was charged with driving 85 in a 70 MPH zone.**
 Location of offense (City/County) **Baltimore** State **MD**
 Did you appear in court? **NO**
No Court Appearance
 Final disposition **Paid fine**
 Paid to **Baltimore County Court**
 Amount paid **\$165** Date paid **August 2010**

3. Criminal/Quasi-Criminal/Traffic

Date of incident or time period **October (Unknown), 2008** Felony? **NO**
 Offense initially charged **Drunk in Public**
 Facts and circumstances, in detail, leading up to charge **Had too much to drink at a social gathering and while walking to my dorm, the campus police approached me, and I was charged with being drunk in public.**
 Location of offense (City/County) **Brooklyn** State **NY**
 Did you appear in court? **YES**
Court Appearance
 Your name at time of charges **Jane Ann Smith**
 First court appearance date **December, 12, 2008** Final conviction/disposition date **April 12, 2009**
 Name of court **Brooklyn District Court**
 Division of court **Criminal**
 Court address **225 Cadman Plaza E**
 City **Brooklyn** State **NY** ZIP **11201**
 Docket number **GC15003529-00**
 Plea **Not Guilty**
 Final disposition **Guilty**
 Sentence **20 hours community service, court costs, and \$250 fine.**



4. Criminal/Quasi-Criminal/Traffic

Date of incident or time period **November (Unknown), 2007** Felony? **YES**

Felony documentation required You must obtain a copy of the original warrant of arrest, indictment, and all final sentencing orders and attach them to this Questionnaire.

Offense initially charged **Possession of Marijuana with Intent to Distribute**

Facts and circumstances, in detail, leading up to charge **Was at a sorority party in college and the police were called due to noise. When they arrived, they entered our sorority house and found marijuana. All girls who lived in the house were charged with possession of marijuana.**

Location of offense (City/County) **New York City** State **NY**

Did you appear in court? **YES**

Court Appearance

Your name at time of charges **Jane Ann Smith**

First court appearance date **July 22, 2008** Final conviction/disposition date **July 22, 2008**

Name of court **Brooklyn Circuit Court**

Division of court **Division I**

Court address **1900 Courts Dr**

City **Brooklyn** State **NY** ZIP **11209**

Docket number **CD 43219**

Plea **Not Guilty**

Final disposition **Dismissed**

Sentence **No Sentence - all charges dropped because the judge ruled that the search and seizure was illegal.**

Section 14 – Additional Legal Proceedings

YES 14.1 Other than provided in Section 13 - Legal Proceedings (Civil and Criminal), have you ever been summoned for a violation of any other statute, regulation or ordinance?

(A) Please set forth all facts and circumstances.

Charged with a Noise Ordinance in Brooklyn, NY in October 2006. I was playing my trombone outside one evening and my neighbor called the police complaining that I was too loud. I was ticketed with a noise ordinance.

YES 14.2 Do you have any **outstanding or unpaid** fines, court costs, or tickets, including those for traffic or **past due** parking violations?

(A) Please set forth all facts and circumstances, i.e., type of fine, location of violation, and steps being taken to resolve.

I am disputing 3 unpaid parking tickets in New York. I am working on resolving this issue with New York City. I have attached a copy of the letter of dispute.

YES 14.3 Have you ever failed to comply with any court-ordered obligation(s)?

(A) Please set forth all the facts and circumstances.

In regards to the October 2008 Drunk in Public charge, I had not completed the 20 hours of community service in time for my court case. My attorney asked the judge for a continuance so I had more time to complete it.

The community service was completed before the next scheduled hearing. I was found guilty of the charge, but completed my court obligations and paid the required fines.

YES 14.4 Have you ever been removed, resigned, or asked to resign as a guardian, executor, administrator, trustee, or other fiduciary?

(A) Please set forth all facts and circumstances.

I was the executor for my stepfather's estate in Brooklyn, NY. After my mother died, my stepsister had me removed, through the court, due to my failure to provide proper documentation to the heirs.

NO 14.5 Have you ever been granted immunity from prosecution?

YES 14.6 Have you ever been cited or arrested for contempt of court for any reason, including, but not limited to, failure to appear as a witness, or answer a subpoena or jury summons?

(A) Please set forth all facts and circumstances.

In July 2008, I appeared in Brooklyn Circuit Court on the wrong date for my marijuana charge. I thought my case was on a Thursday, not Tuesday. Anyway, I questioned the court clerk about my case, and she advised that there was a bench warrant for my arrest for not appearing. Once I explained my error to the judge, he recalled the bench warrant.

YES 14.7 Has your driver's license been suspended or revoked within the last ten (10) years?

(A) Please provide the state(s) and beginning and ending dates of each suspension or revocation and set forth all facts and circumstances.

My NY license was suspended in November 2007 for not having insurance coverage. I immediately paid for the insurance and reinstatement fees with DMV and the suspension was lifted in December 2007.

Section 15 – Credit Information

ALL APPLICANTS: You must attach **one** (1) current credit report meeting all of the following criteria:

- Obtained from Experian, Equifax **or** TransUnion **only**.
- Dated within sixty (60) days of the date of filing this Character & Fitness Questionnaire.
- A **full** credit report is required. Credit summary or profiles are **not** acceptable.

YES 15.1 I enclose a credit report (dated within sixty (60) days of the date of filing this Character & Fitness Questionnaire) obtained from **Experian, Equifax OR TransUnion ONLY**. Credit summary or profiles are **not** acceptable.

YES 15.2 Within the last seven (7) years, have you had a credit card revoked?

(A) Please set forth a detailed explanation of the facts. List the creditor's name, current address, date revoked, and your account number. If any court or agency proceedings were involved, state the names, case numbers and dates of all court or agency proceedings, the dispositions made thereof, the names and addresses of the courts or agencies in which the records may be found, and the name and address of your legal counsel in each proceeding(s). Where applicable, a copy of the court order should be submitted.

**Macys Acct# 12345
985 Gate Ave
New York, NY 10021
March 2015**

Macy's revoked card due to not paying my bill on time.

- YES 15.3** Currently, do you have any debts that are more than 90 days **past due**, including student loans? This would include current claims, settlement offers, payment plans in effect with any creditor or taxing authority (local, state, or federal).
Provide the following details for each delinquent debt: Creditor's name, address, account number, current balance, past due amount, reason for delinquency and steps being taken to resolve the delinquency.

1. Creditor's name **American Express**
 Complete mailing address - Street **PO Box 98765**
 City **El Paso** State **TX** ZIP **79998**
 Account number **123456789**
 Current balance **\$6,278.94** Past due amount **\$6,278.94**
 Reason for delinquency **American Express requested full payment of balance on the account, which I couldn't afford.**
 Steps being taken to resolve **I have contacted American Express, and they have agreed to freeze all interest until my payments are current. I am making monthly payments of \$50.00.**

- YES 15.4** Do you have any unsatisfied judgments against you?
(A) Please set forth a detailed explanation of the facts. List the creditor's name, current address and your account number. If any court or agency proceedings were involved, state the names, case numbers and dates of all court or agency proceedings, the dispositions made thereof, the names and addresses of the courts or agencies in which the records may be found, and the name and address of your legal counsel in each proceeding(s). Where applicable, a copy of the court order should be submitted.

Hometown Apartments
123 Main St
Richmond, VA 23220
804-485-4800

Richmond City Court
400 N 9th St
Richmond, VA 23221

Docket# GV14123456-00

07/15/2014 - Default Judgment

Principal Amount \$860.76 - This is for unpaid rent/fees owed at the end of my lease agreement. I paid the rent from the last month I lived on the premises, but this unpaid amount is from prorated rent that was owed from the time I vacated the apartment until the time I turned in my keys. I was not advised that my rent would be prorated until I turned over my keys from the apartment.

- YES 15.5** Have you ever filed or been the subject of a petition in bankruptcy?
(A) Please attach a copy of your bankruptcy petition, including a copy of all schedules and discharge of debt.
 Provide in full detail all facts and circumstances leading to your insolvency.

2010, Chapter 7 Bankruptcy, U.S. Bankruptcy Court, Richmond, VA
My ex-husband and I got into financial difficulty while I was attending law school and with the birth of our first child. The expenses of everyday life became unbearable and we had to file bankruptcy to protect us from the outrageous amount of our medical bills because we did not have medical insurance.
Filed 4/8/2010, Discharged 11/5/2012

- YES 15.6** Have you ever been the subject of a trusteeship, receivership, wage attachment, or garnishment proceeding?
(A) Please explain in full detail all facts and circumstances regarding the trusteeship, receivership, wage attachment or garnishment proceedings.

In 2005, Bon Secours attempted to garnish my paycheck for outstanding medical bills, but they were unsuccessful because they failed to file suit and get a judgment against me first. Ultimately, we resolved the matter with an agreed payment plan.

- YES 15.7** Have you ever been engaged in business as an owner or been a director, an officer, a partner, a more than five-percent shareholder, or a joint venturer in any business enterprise?
(A) List each business or enterprise, full address and dates of operation.

I was a 5% shareholder of the real estate company, Brown Realty, 50 Michigan Ave., Richmond, VA 23220, from 2012-2013.

- YES (B)** Have any of your businesses or enterprises ever been insolvent or filed for protection from its creditors?
 Please explain in full detail all facts and circumstances leading to the business or enterprise insolvency.

Brown Realty filed Chapter 11 in 2013 to have an opportunity to reorganize. They later closed the doors in 2016.

- YES (C)** Have any of your businesses or enterprises ever been involved in litigation?
 Please give a detailed explanation of all litigation, e.g., case name, case number, court name and address, description of the allegations, attorney's name and address representing the business.

The Realty company that I was a 5% shareholder in was in litigation prior to the bankruptcy.

Joseph Johnson v. Brown Realty Company

Case # 10-0529

Chesterfield County Circuit Court, 9500 Courthouse Rd, Chesterfield, VA 23832

Mr. Johnson believed we failed to disclose a property defect. We settled the case prior to trial.

Bryant Law Office

Christopher Bryant, Esquire

17 South St

Chesterfield, VA 23832

- YES 15.8** Have you failed to timely file any local, state, or federal tax return?
 Please provide the following details for each delinquent tax filing.

1.	Type of filing	State	Tax year not filed	2014
	Taxing authority	Virginia Department of Taxation		
	Street	PO Box 1498		
	City	Richmond	State	VA
	Return filed?	YES	Filing month	Feb
			Filing year	2016

Section 16 – Student Loans

YES 16.1 Have you ever obtained a student loan?
Provide details for all student loans you have ever obtained. Include all student loans, whether guaranteed or not, from whatever source, whether paid in full, in repayment or not yet in repayment. Student loan information may be grouped and the total amount listed if the lender and account numbers are identical or if your loans have been consolidated. Note: Documentation regarding your student loans from other sources will not be accepted; you must provide the information in the format provided.

1.	Repayment status	In Repayment			
	Creditor's name	Sallie Mae			
	Complete mailing address - Street	701 Penn Ave			
	City	Washington	State	DC	ZIP 20002
	Date began/to begin payment	Jun 2012			
	Account number	223567-123	Original loan amount	\$123,445.00	
<hr/>					
2.	Repayment status	Not Yet in Repayment			
	Creditor's name	US Student Loan Lender			
	Complete mailing address - Street	100 North Ave			
	City	Washington	State	DC	ZIP 20009
	Account number	127342916	Original loan amount	\$45,000.00	
<hr/>					

YES 16.2 Have you ever defaulted on any student loan? (Answer yes even if the debt is now satisfied)
(A) Please give the name and current address of the creditor, the loan account number, the amount owed, and, if still in default, what steps have been taken to bring the account current. **Attach a current copy of any documentation from your lender or servicer showing the status of each defaulted student loan.**

In 2009, prior to filing bankruptcy, I defaulted on my US Student Loan. Loans could not be discharged, but US Student Loan let me make payments and removed the default status from my account.

Acct. 127342916

**US Student Loan
100 North Ave
Washington, DC 20009**

YES 16.3 Has a judgment ever been entered against you in favor of a student loan guarantor or lender?
(A) Please list the names and current addresses of the holders, furnish certified copies of such judgments and, if satisfied, satisfaction of judgments.

**US Student Loan Lender
Washington, DC**

Entered a judgment against me in 2011 with U.S. District Court, District of Columbia (CV11-12345). Judgment paid.

Section 17 – Health Matters

The following inquiries address recent health matters. The purpose of such inquiries is to determine the current fitness of an applicant to practice law. The mere fact of treatment for health problems is not, in itself, a basis on which an applicant is denied admission in Virginia, and the Board of Bar Examiners regularly licenses individuals who have demonstrated personal responsibility and maturity in dealing with health issues. The Board encourages applicants who may benefit from treatment to seek it.

Most diagnoses and treatments are **not** required to be disclosed. Only when an applicant's condition or impairment is so severe that it affects his or her ability to practice law in a competent, ethical or professional manner is it relevant to the applicant's character and fitness and, therefore, must be disclosed.

The Board does not, by its questions, seek information that is fairly characterized as situational counseling. Examples of situational counseling include stress counseling, domestic counseling, grief counseling, and counseling for eating or sleeping disorders. Generally, the Board does not view these types of counseling as relevant to the issue of whether an applicant is qualified to practice law.

YES 17.1 Within the past five (5) years, have you exhibited any conduct or behavior that could call into question your ability to practice law in a competent, ethical, and professional manner?

(A) Please provide full explanation.

Last year, my current employer had a social event that I attended. I drank excessively and embarrassed myself and co-workers. This year, I have arrived at work hungover or intoxicated on a number of occasions. Once confronted by my supervisor, I started showing up to work late or missing work altogether to avoid being caught again. As a result, I have been suspended without pay on three separate occasions during the past 12 months. I have been told that I will not be given another chance and that I should seek help for my alcohol abuse.

YES (B) Within the past five (5) years, have you sought or been directed to seek treatment for your conduct or behavior?

ATTACH Character & Fitness Healthcare Form completed by your treating healthcare professional.

YES 17.2 Do you currently have any condition or impairment (including, but not limited to, a substance or alcohol use disorder, or a mental, emotional, or nervous disorder or condition), which in any way affects your ability to perform any of the obligations and responsibilities of a practicing lawyer in a competent, ethical and professional manner? "Currently" means recently enough so that the condition could reasonably have an impact on your ability to function as a practicing lawyer.

(A) Please provide full explanation.

I have been treated for alcohol abuse since 2017. See previous detailed explanation.

ATTACH Character & Fitness Healthcare Form completed by your treating healthcare professional and/or treating facility.

Provide all treating healthcare professionals and/or treating facilities related to your YES answer to 17.1.

1.	Treating professional	Dr. Nancy Altman		
	Treating professional title	Doctor of Psychology		
	Treatment facility	Eastover HealthCare, Inc.	Phone	(804) 555-2548
	Street	5421 12th St NW		
	Street 2	Ste 231		
	City	Richmond	State	VA
	From month/year	Mar 2017	ZIP	23233
			To month/year	Present

Provide all treating healthcare professionals and/or treating facilities related to your YES answer to 17.2.

1. Treating professional **Dr. Matthew Fellows**
Treating professional title **Psychiatrist**
Treatment facility **Greater Richmond Healthcare** Phone **(804) 555-0549**
Street **334 Hanover Ln**
Street 2 **Ste 32**
City **Henrico** State **VA** ZIP **23231**
From month/year **Mar 2017** To month/year **Present**

SAMPLE

To be used with Section 17.1 – Health Treatment Conduct Details

CHARACTER & FITNESS HEALTHCARE FORM

➤ TO BE COMPLETED BY A LICENSED HEALTHCARE PROFESSIONAL

1.

Patient's full name **Jane Smith Doe**
DOB **January 1, 1985**
SSN (Last 4) **9999**

Dates of treatment from month/year **Mar 2017**
To month/year **Present**

Treating professional **Dr. Nancy Altman**
Treatment facility **Eastover HealthCare, Inc.**
Current street **5421 12th St NW**
Street 2 **Ste 231**
City **Richmond**

Title **Doctor of Psychology**
Phone **(804) 555-2548**

State **VA** ZIP **23233**

Describe the condition/diagnosis and any treatment or monitoring program for which you are or have treated the above-named Applicant in the past five (5) years:

Horizontal lines for describing the condition/diagnosis and any treatment or monitoring program.

Prognosis: Is it your opinion this condition will affect the Applicant's fitness or ability to perform the duties of an attorney in a competent, ethical and professional manner?

Yes or No If yes, please explain

Horizontal lines for providing a prognosis and explanation if applicable.

Licensed Healthcare Professional – Print Name

Licensed Healthcare Professional Signature

Date

To be used with Section 17.2 – Health Treatment Current Condition Details

CHARACTER & FITNESS HEALTHCARE FORM

➤ TO BE COMPLETED BY A LICENSED HEALTHCARE PROFESSIONAL

1.

Patient's full name **Jane Smith Doe**
DOB **January 1, 1985**
SSN (Last 4) **9999**

Dates of treatment from month/year **Mar 2017**
To month/year **Present**

Treating professional **Dr. Matthew Fellows**
Treatment facility **Greater Richmond Healthcare**
Current street **334 Hanover Ln**
Street 2 **Ste 32**
City **Henrico**

Title **Psychiatrist**
Phone **(804) 555-0549**

State **VA** ZIP **23231**

Describe the condition/diagnosis and any treatment or monitoring program for which you are or have treated the above-named Applicant in the past five (5) years:

Multiple horizontal lines for text entry.

Prognosis: Is it your opinion this condition will affect the Applicant's fitness or ability to perform the duties of an attorney in a competent, ethical and professional manner?

Yes or No If yes, please explain

Multiple horizontal lines for text entry.

Licensed Healthcare Professional – Print Name

Licensed Healthcare Professional Signature

Date

Section 18 – Health Legal Issues

18.1 Within the past five (5) years, have you ever raised the issue of consumption of drugs or alcohol or the issue of a mental, emotional, nervous, or behavioral disorder/condition as a defense, mitigation, or explanation for your actions in the course of any of the following:

NO (A) Administrative proceeding or investigation?

YES (B) Judicial proceeding or investigation?
Please furnish a thorough explanation including pertinent names, addresses, dates, and references to records, as appropriate.

When I appeared in Henrico Court in 2016 for the assault charge for swatting at a police officer, I pled not guilty and explained to the judge I had been going through some personal family issues and stress. When the police officer grabbed my arm, I overreacted, due to my anxiety, and swatted with my hand toward the police officer. I did not hit him. I apologized to the police officer and the judge for my behavior and the charges were dismissed after my community service hours were completed.

**Henrico County Circuit Court
4301 E Parham Rd
Richmond, VA 23228**

NO (C) Probation, suspension or dismissal by an educational institution?

18.2 Within the past five (5) years, has the issue of drugs or alcohol or the issue of a mental, emotional, nervous, or behavioral disorder/condition brought about a termination, proposed termination, request to resign, or any other disciplinary action by any of the following:

NO (A) Educational institution?

YES (B) Employer?
Please furnish a thorough explanation including pertinent names, addresses, dates, and references to records, as appropriate.

Last year, my current employer had a social event that I attended. I drank excessively and embarrassed myself and co-workers. This year, I have arrived at work hungover or intoxicated on a number of occasions. Once confronted by my supervisor, I started showing up to work late or missing work altogether to avoid being caught again. As a result, I have been suspended without pay on three separate occasions during the past 12 months. I have been told that I will not be given another chance and that I should seek help for my alcohol abuse.

**Jones, Jones & Jones
123 W St
Ste 150
Richmond, VA 23220**

NO (C) Government agency?

NO (D) Professional organization?

NO (E) Licensing authority?

Section 19 – Handwriting Sample

In your own handwriting, write the following:

I understand and acknowledge that my application for admission to the Bar of Virginia is a continuing process and that I have an obligation to inform the Board of Bar Examiners, promptly and in writing, of any change in any of the information I have provided in this Questionnaire and in any attachment hereto. I agree to cooperate fully by furnishing any supplemental information requested by the Board or the Character & Fitness Committee (and the agents thereof) so that the Board and the Committee will have all information relevant to my character and fitness to practice law when making a decision on my application.

Failure to respond promptly to requests for information violates Section III, B(14) of the Rules of the Virginia Board of Bar Examiners and will delay the processing of my Character & Fitness application. Any delay without cause may affect the Board's consideration of my character and fitness.

Until I am licensed, admitted and registered as a member of the Virginia State Bar, I must immediately report the following, in writing, to the Virginia Board of Bar Examiners: any change in my personal, educational, or professional status that may affect my standing relative to my character and fitness to practice law. This includes anything that would modify any of the responses on this Questionnaire or subsequent updates.

Handwriting practice lines (horizontal lines) with a large diagonal watermark reading "SAMPLE" overlaid across the page.

Print Name of Applicant

Signature of Applicant

Authorization and Release Form (Original 1)

I, Jane Smith Doe, Full Legal Name

born, London, England on, January 1, 1985 Place of Birth Date of birth

In furtherance of my application for admission to the Bar of Virginia, I do hereby swear or affirm that I have read the foregoing document and have answered all questions fully and frankly. The answers are complete and true of my own knowledge. I hereby (a) authorize and request every person, firm, corporation, association, court, school, college, university, other educational institution, governmental and law enforcement and other agencies, including healthcare professionals and institutions, having control of any documents, records or other writing, or having other information pertaining to me (including but not limited to educational records as defined in 20 USC § 1232g; confidential records; medical records and records concerning advice, care or treatment provided to me; files of bar associations or disciplinary agencies regarding charges or complaints filed against me, formal or informal, pending or closed, or other pertinent data) to furnish to the Virginia Board of Bar Examiners, and its agents or representatives, any such writings and information the Board believes may relate to my moral character, professional reputation, and/or fitness to engage in the practice of law, and to permit the Board and any of its agents or representatives to inspect and make copies of such documents, records, and other writings; (b) agree that all information provided by this application, and all other information received by the Board and believed by it to have a bearing upon my moral character, professional reputation, and/or fitness to engage in the practice of law, may be released by the Board at any time, and without liability to the Board, its members, agents, or other representatives, to any investigatory or regulatory body or agency having jurisdiction over admission to the bar or the discipline of lawyers, when such release is considered to be reasonably needed by such body or agency in response to its inquiry relating to my moral character, professional reputation, and/or fitness to engage in the practice of law; and (c) agree that the foregoing shall remain in effect for any future examination for which I may make application to the Virginia Bar. I release the National Conference of Bar Examiners and any person furnishing information in the course of the investigation of my character, professional reputation, and/or fitness to engage in the practice of law from all liability of any kind arising out of the furnishing of such information and documents. Since this is a continuing Questionnaire, I will submit such additional affidavits, documentation, or information as may be requested or as may be required by any change in my situation up to the date of my appearance before the Supreme Court of Virginia to be administered the oath of an attorney and counselor at law. I recognize and acknowledge that making a materially false statement in, or failing to disclose a material fact requested in connection with an application for admission to the bar is a violation of Rule 8.1, Virginia Rules of Professional Conduct. A photocopy of the foregoing authorization shall be as valid as an original.

Signature of Applicant

SECTION BELOW MUST BE COMPLETED BY A NOTARY PUBLIC

Commonwealth/State/District of

County/City of

I, a Notary Public of such County/City, certify that on this day personally appeared before me

Jane Smith Doe

who thereupon made oath that all statements contained in this application are true and complete.

Given under my hand this day of

My commission expires on

Notary Public

Registration Number (if applicable)

NOTARY SEAL (must be affixed)

Authorization and Release Form (Original 2)

I, Jane Smith Doe, Full Legal Name

born, London, England on, January 1, 1985 Place of Birth Date of birth

In furtherance of my application for admission to the Bar of Virginia, I do hereby swear or affirm that I have read the foregoing document and have answered all questions fully and frankly. The answers are complete and true of my own knowledge. I hereby (a) authorize and request every person, firm, corporation, association, court, school, college, university, other educational institution, governmental and law enforcement and other agencies, including healthcare professionals and institutions, having control of any documents, records or other writing, or having other information pertaining to me (including but not limited to educational records as defined in 20 USC § 1232g; confidential records; medical records and records concerning advice, care or treatment provided to me; files of bar associations or disciplinary agencies regarding charges or complaints filed against me, formal or informal, pending or closed, or other pertinent data) to furnish to the Virginia Board of Bar Examiners, and its agents or representatives, any such writings and information the Board believes may relate to my moral character, professional reputation, and/or fitness to engage in the practice of law, and to permit the Board and any of its agents or representatives to inspect and make copies of such documents, records, and other writings; (b) agree that all information provided by this application, and all other information received by the Board and believed by it to have a bearing upon my moral character, professional reputation, and/or fitness to engage in the practice of law, may be released by the Board at any time, and without liability to the Board, its members, agents, or other representatives, to any investigatory or regulatory body or agency having jurisdiction over admission to the bar or the discipline of lawyers, when such release is considered to be reasonably needed by such body or agency in response to its inquiry relating to my moral character, professional reputation, and/or fitness to engage in the practice of law; and (c) agree that the foregoing shall remain in effect for any future examination for which I may make application to the Virginia Bar. I release the National Conference of Bar Examiners and any person furnishing information in the course of the investigation of my character, professional reputation, and/or fitness to engage in the practice of law from all liability of any kind arising out of the furnishing of such information and documents. Since this is a continuing Questionnaire, I will submit such additional affidavits, documentation, or information as may be requested or as may be required by any change in my situation up to the date of my appearance before the Supreme Court of Virginia to be administered the oath of an attorney and counselor at law. I recognize and acknowledge that making a materially false statement in, or failing to disclose a material fact requested in connection with an application for admission to the bar is a violation of Rule 8.1, Virginia Rules of Professional Conduct. A photocopy of the foregoing authorization shall be as valid as an original.

Signature of Applicant

SECTION BELOW MUST BE COMPLETED BY A NOTARY PUBLIC

Commonwealth/State/District of

County/City of

I, a Notary Public of such County/City, certify that on this day personally appeared before me

Jane Smith Doe

who thereupon made oath that all statements contained in this application are true and complete.

Given under my hand this day of

My commission expires on

Notary Public

Registration Number (if applicable)

NOTARY SEAL (must be affixed)

Affidavit of Non-Immigration/Immigration Status

This Affidavit must be completed and submitted with your Character & Fitness Questionnaire/Update.

I, **Jane Smith Doe**, certify that I currently reside legally in the United States according to the United States Immigration Laws and Regulations by holding a valid visa.

List type of visa **B-1**

I intend to lawfully maintain my present non-immigrant/immigrant status in the United States according to the United States Immigration Laws and Regulations for which I was approved and will thereby maintain such status as I complete the character and fitness process, and as long as I reside in the United States.

I understand that the Character & Fitness Questionnaire/Update is a continuing application, and that until I am licensed, admitted and registered as a member of the Virginia State Bar, I must keep the Board informed of any changes that will affect my visa status as it relates to my Character & Fitness Questionnaire/Update.

I am aware that the documentation I provide may be submitted to the United States Citizenship and Immigration Services (USCIS) for verification of authenticity.

Check (✓) all that apply to you, and provide a **COPY** of all documentation to support your claims made in this Affidavit including:

- | | | | |
|-------------------------------------|---------------------------------------|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Valid immigration visa | <input checked="" type="checkbox"/> | Front and back of Employment Authorization Document |
| <input type="checkbox"/> | Current valid passport | <input checked="" type="checkbox"/> | Front and back of my Social Security card |
| <input checked="" type="checkbox"/> | Current I-94 Arrival/Departure Record | | |

F-1 Visa holders must also provide a copy of the following documentation:

- Current I-20 ID signed by Designated School Official (DSO)
- I-20 ID with Optional Practical Training (OPT) authorized or letter of eligibility signed by DSO stating you will timely seek OPT authorization

H-1B Visa holders must also provide a copy of the following documentation:

- Current I-129 Petition filed on your behalf
- Notice of Approval by USCIS for I-129 Petition

Signature of Applicant

===== SECTION BELOW MUST BE COMPLETED BY A NOTARY PUBLIC =====

Commonwealth/State/District of _____

County/City of _____

I, a Notary Public of such County/City, certify that on this day personally appeared before me

Jane Smith Doe

who thereupon made oath that all statements contained in this application are true and complete.

Given under my hand this _____ day of _____, _____

My commission expires on _____, _____

Notary Public

Registration Number (if applicable) _____

NOTARY SEAL (must be affixed)