

VIRGINIA BOARD OF BAR EXAMINERS

Office of the Secretary
2201 West Broad Street
Suite 101

Richmond, Virginia 23220-2022
804-367-0412

CHARACTER & FITNESS UPDATE FORM

NCBE - 12345678
NST - YES

Processor:

OFFICE USE ONLY
Version 3.6 - Submitted April 17, 2017 at 2:39 PM

I, the applicant named below, submitted to the Virginia Board of Bar Examiners on or about **April 12, 2014**, a fully completed Character & Fitness Questionnaire (CFQ). I hereby certify under oath that ALL the information contained in my Character & Fitness Questionnaire submitted on the date set out above remains true and complete, and I acknowledge a continuing duty to update, in writing, any additions or changes in information previously furnished to the Virginia Board of Bar Examiners.

Section 1 – Personal Information

1.1 Full legal name

Rev. Jane

Smith

Doe

Title First name

Middle name

Last name

Suffix

1.2 Provide your **current mailing address**, email address, daytime telephone number, date of birth, and last 4 digits of your social security number.

Foreign address **2 Floor 16 China World Office
1 Jianguomenwaidajie
Chaoyangqu
100004 Beijing
China**

Daytime phone **(888) 849-3928**

Email address **janesdoe@gmail.com**

Date of birth **January 1, 1985**

Last 4 digits of social security number **9999**

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 Immigration Status".

Section 3 – Required Documents

YES 3.1 Are you currently licensed to operate a motor vehicle in any state?

List all state(s) where you currently hold a license to operate a motor vehicle.

State	License number	Year acquired
AK	123123123	2013

ATTACH a current driving record (dated no more than 60 days prior to submitting this Character & Fitness Update Form) from each state listed.

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

YES 3.2 I enclose a credit report (dated no more than 60 days prior to submitting this Character & Fitness Update Form; obtained from **Experian, Equifax OR TransUnion ONLY**. Credit summary or profiles are NOT acceptable.)

Answers to the Questions in Sections 4-13 should indicate **only new incidents** or a **change in status SINCE** your last full **Character & Fitness Questionnaire** or most recent **Update** was submitted. A "Yes" response to any question in Sections 4-13 requires a complete explanation. **Failure to submit an explanation or any required attachment without cause may affect the consideration of your Character & Fitness.**

Section 4 – Marital Status

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, which you have not previously reported to the Virginia Board of Bar Examiners?

(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
Irreconcilable Differences
No Legal Counsel
- 2. Jane Smith Doe v. James Mark Smith**
Case No. 45457
Circuit Court of City of Richmond, John Marshall Courts Bldg, Richmond, VA 23219
May 15, 2016
Irreconcilable Differences
No Legal Counsel

YES 4.3 Have you ever been or are you currently under any obligation to pay alimony, which you have not previously reported to the Virginia Board of Bar Examiners?

(A) Please state your compliance with such support payments and list the name and last known address of your former spouse to whom support is/was to be paid.

- 1. All alimony payments are current.**
James Doe
4545 Dove Street
Richmond, VA 23226

YES 4.4 Have you ever been or are you currently under any obligation to pay child support, which you have not previously reported to the Virginia Board of Bar Examiners?

(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
4545 Dove Street
Richmond, VA 23226

- YES 4.5** Have you had any post-judgment 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, which you have not previously reported to the Virginia Board of Bar Examiners?
- (A)** Please provide all post-judgment actions: list the title, case number, date, court name and address, your legal counsel's name and address, and disposition or current status.

John Doe v. Jane Doe
Case #JD2321
Juvenile and Domestic Relations Court, City of Richmond, John Marshall Courts Bldg,
Richmond, VA 23219
No Legal Counsel
I was ordered to pay child support and court proceedings have been closed.

Section 5 – Prior Bar Applications

- YES 5.1** 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), which you have not previously reported to the Virginia Board of Bar Examiners?
- List ALL jurisdictions where you are or have ever been **admitted**.

Jurisdiction	Application date	Application type	Admission status	Admission date	Proof of good character required?
New York	Jan 2011	Exam	Active	June 21, 2011	YES
Massachusetts	Jan 2011	Exam	Inactive	June 15, 2011	YES

- YES 5.2** Have you 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), which you have not previously reported to the Virginia Board of Bar Examiners?
- List the dates, type and status of **each** and **every** application which resulted in your **not being admitted**.

Jurisdiction	Application date	Application type	Application status	Proof of good character required?
Oklahoma	Feb 2014	Concurrent Exam	Denied*	YES

Explanation for Denied* application status:
C&F Issues

- YES 5.3** Have you applied to practice law in any jurisdiction where the current status of your application is pending (i.e., application status unknown at this time), which you have not previously reported to the Virginia Board of Bar Examiners?
- List the jurisdiction, date, and type of **each** and **every pending** application.

Jurisdiction	Application date	Application type	Proof of good character required?
South Carolina	Jan 2015	Motion	YES

Section 6 – Legal Proceedings

- YES 6.1** 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, which you have not previously reported to the Virginia Board of Bar Examiners?

1. Civil

Description of allegation	Failure to pay mortgage		
Plaintiff name	Fannie Me	Plaintiff DBA/TA	Fannie Mae
Plaintiff attorney	Mr. Smith		
Defendant name	Me	Defendant DBA/TA	Myself
Defendant attorney	And I		
Name of court	Richmond		
Court address	123 Main Street		
City	Richmond	State	VA ZIP 23323
Case number	457845547	Case type	Debt
File date	7/1/2015	Final court date	7/1/2015
Final disposition	Paid in Full		

- YES 6.2** Have you been charged with or convicted of any criminal offenses, including moving traffic violations, which you have not previously reported to the Virginia Board of Bar Examiners?

1. Criminal/Quasi-Criminal/Traffic

Date of incident or time period	January 11, 2012	Felony?	NO
Offense initially charged	Failure to Yield		
Facts and circumstances, in detail, leading up to charge	I failed to yield to oncoming traffic when merging. Although no accident took place, when I pulled on to the highway, I pulled out in front of the police officer who then gave me a ticket for failing to yield		
Location of offense (City)	Henrico	State	VA
Did you appear in court?	NO		
No Court Appearance			
Paid to	Henrico County General District Court		
Disposition	Paid fine		
Amount paid	\$88	Date paid	February 28, 2014

- YES 6.3** Are there any complaints filed against you in any civil, criminal or administrative forum alleging fraud, deceit, misrepresentation, forgery or legal malpractice, which you have not previously reported to the Virginia Board of Bar Examiners?

(A) Please set forth the facts and circumstances.

I was accused by my ex-husband of forging his name on an IRS tax refund check. We worked it out without court intervention.

- NO 6.4** Are you in default in the performance of any court-ordered obligation, which you have not previously reported to the Virginia Board of Bar Examiners?

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, which you have not previously reported to the Virginia Board of Bar Examiners?

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, which you have not previously reported to the Virginia Board of Bar Examiners?

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 **National Guard - Army**
 Dates of service **June 10, 2006 to May 31, 2009**
 Rank **E4**

(A) Please indicate your discharge status:
I received an Honorable Discharge

ATTACH: Copy of the NGB Form 22 (Report of Separation and Record of Service), or NGB Form 23 (Retirement Points Accounting), or it's equivalent.

NO 7.4 While serving in the Armed Forces of the United States, were you ever a defendant in any court-martial, which you have not previously reported to the Virginia Board of Bar Examiners?

Section 8 – Employment/Unemployment History

8.1 List your employment (to include self-employment, internships, volunteer work, academic credit and unemployment) you have held **SINCE** your most recent Character & Fitness submission. **All periods of time must be accounted for.** If you were unemployed, so state and give the reason for unemployment, (i.e., in school, studying for bar exam, etc.). **The information you list below must be accurate.**

For each position or period of time you must provide the following:

- Beginning and ending dates (month/year) of each employment, self-employment or association.
- The name of each employer, business, association or enterprise and your position.
- The current mailing address (including ZIP Codes) for each employer. (If your employer has moved, give the current mailing address – not the address where you were employed.)
- If a former employer is no longer in business, so state, and list the name, current address and telephone number of a verifying reference.

1.

Employment type	Employed	From month/year	Jun 2012	To month/year	Present
Employer	Jones, Jones & Jones	Is employer still in business? YES			
Street	123 Main Street				
City	Richmond	State	VA	ZIP	23220
Phone number	(804) 555-1212	Fax number	(804) 555-1213		
Position	Associate	Supervisor or Department	Mr. Jones		
Additional comments/information	This company recently changed their name - When I was hired, the name was Jones, Jones, & Smith.				

NO 8.2 Have you ever been terminated by any employer, which you have not previously reported to the Virginia Board of Bar Examiners?

- 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, which you have not previously reported to the Virginia Board of Bar Examiners?
(A) Please identify the employer's name, address, date of resignation, and reason you resigned or were asked to resign.

Davis & Davis

123 Main Street, Richmond, VA 23232

Resigned 12/1/2016

I was working a part-time telephone solicitation job and I was constantly late due to my day-time employment and the company said they were going to fire me due to my tardy behavior. I chose to leave their employment instead.

- NO 8.3** Have you been denied a business, trade, or professional license (e.g., CPA, real estate broker, physician, patent practitioner), which you have not previously reported to the Virginia Board of Bar Examiners?
- NO 8.4** Have you had a business, trade or professional license revoked, which you have not previously reported to the Virginia Board of Bar Examiners?

Section 9 – Academic Conduct

- NO 9.1** Have you been accused or are you currently under investigation for cheating or improper conduct on any test or examination, which you have not previously reported to the Virginia Board of Bar Examiners?

Section 10 – Professional Discipline

- NO 10.1** Have you ever been suspended, censured, reprimanded, disqualified or otherwise disciplined as a member of any profession, or as a holder of public office, which you have not previously reported to the Virginia Board of Bar Examiners?
- NO 10.2** Are there now any charges, complaints, or grievances (formal or informal) pending against you, which you have not previously reported to the Virginia Board of Bar Examiners?
- NO 10.3** Have there been any charges filed, proceedings initiated or complaints made involving allegations that you have committed any act that may constitute the unauthorized practice of law, which you have not previously reported to the Virginia Board of Bar Examiners?

Section 11 – Credit Information

- NO 11.1** Have you filed or been the subject of a petition in bankruptcy, which you have not previously reported to the Virginia Board of Bar Examiners?
- NO 11.2** Have you had a credit card revoked, which you have not previously reported to the Virginia Board of Bar Examiners?

YES 11.3 **Currently**, do you have any debts that are more than 90 days past due, including student loans, even if previously reported? This should 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 **Macy's**
 Complete mailing address - Street **222 South Park**
 City **Richmond** State **VA** ZIP **23432**
 Account number **123456789**
 Current balance **\$12,345.00** Past due amount **\$123.00**
 Reason for delinquency **I am currently behind on my student loan payments. I am diligently working to get them caught up. No court action or case has been filed to my knowledge.**
 Steps being taken to resolve **I am paying \$20 extra each month.**

YES 11.4 Have you failed to timely file any state or federal tax return, which you have not previously reported to the Virginia Board of Bar Examiners?

Please provide the following details for each delinquent tax filing.

1. Type of filing **State** Tax year not filed **2013**
 Taxing authority **Virginia**
 Street **1234 East Road**
 City **Richmond** State **VA** ZIP **23232**
 Return filed? **NO**
 Reason for not filing **Waiting on funds to pay the tax.**

Section 12 – Student Loans

YES 12.1 Have you defaulted on any student loan, which you have not previously reported to the Virginia Board of Bar Examiners? (Answer yes even if the debt is now satisfied)

(A) Please give the (1) name and current address of the creditor, (2) the loan account number, (3) the amount owed, and, (4) 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.

Student Loan Lender
300 Broad St., Richmond, VA 23232
Acct. #999-99-9999
\$36,000
I am currently paying \$100 extra dollars a month to get caught up. I am approximately \$4000 behind in payments.

Section 13 – Health Matters

YES 13.1 Within the past five (5) years, have you exhibited any conduct or behavior, which you have not previously reported to the Virginia Board of Bar Examiners, that could call into question your ability to practice law in a competent, ethical, and professional manner?

(A) Please provide full explanation.

I have been reprimanded on several occasions for my anger issues. I was allowed to resign 12/1/2016 instead of being fired.

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 13.2 **Currently**, do you have any condition or impairment, including, but not limited to, (1) any related to substance or alcohol abuse or (2) 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?

(A) Please provide full explanation.

I am currently seeing a doctor for major depression. I attend one meeting per week and take medication.

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

Please provide all treating healthcare professionals or facilities related to your YES answer to **13.1** and **13.2**.

1.	Attending physician	Dr. Noread	Title:	Psychologist
	Facility name	Dr. Noread & Associates	Phone	(840) 555-8888
	Street	15 Locale Ave.		
	City	Richmond	State	VA
			ZIP	23226
	From month/year	Sep 1995	To month/year	Present

To be used with Section 13 – Health Matters

CHARACTER & FITNESS HEALTHCARE FORM

➤ TO BE COMPLETED BY A LICENSED HEALTHCARE PROFESSIONAL

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

Dates of treatment from month/Year **Sep 1995**
To month/year **Present**

Treating professional **Dr. Noread**
Treatment facility **Dr. Noread & Associates**
Current street **15 Locale Ave.**
City **Richmond**

Title **Psychologist**
Phone **(840) 555-8888**
State **VA** ZIP **23226**

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

Section 14 – Handwriting Sample

In your own handwriting, write the following:

I hereby certify under oath that ALL of the preceding questions accurately and completely reflect any and all changes to my Character & Fitness Questionnaire previously submitted to the Virginia Board of Bar Examiners on the date set out above and that all the information contained in my "Character & Fitness Update Form" is true and complete.

Print Name of Applicant

Signature of Applicant

SAMPLE

Authorization and Release Form

I, Jane Smith Doe,
Full Legal Name

born, Richmond, Virginia 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

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 **F-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.

I will maintain my legal immigration status according to the United States Immigration Laws and Regulations for which I was approved 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 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:

- Valid immigration visa
- Current valid passport
- Current I-94 Arrival/Departure Record
- Front and back of Employment Authorization Document
- Front and back of my Social Security card

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

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)