

Please complete this questionnaire and submit with a cover letter, resume and all requested application materials to wd_attorney@warner.senate.gov

QUESTIONNAIRE

UNITED STATES ATTORNEY FOR THE WESTERN DISTRICT OF VIRGINIA

1. **Name:** State full name (include any former names used).
2. **Address:** Please list
 - a. Current office address.
 - b. Current residential address.
3. **Birthplace:** State date and place of birth.
4. **Education:** List in reverse chronological order each college, law school, or any other institution of higher education attended and indicate for each the dates of attendance, whether a degree was received, and the date each degree was received.
5. **Employment Record:** List in reverse chronological order all governmental agencies, business, or professional corporations; companies, firms, or other enterprises; partnerships, institutions, or organization, non-profit or otherwise, with which you have been affiliated as an officer, director, partner, proprietor, or employee since graduation from college, whether or not you received payment for your services. Include the name and address of the employer and job title or description. If you have ever been discharged from employment for any reason or have ever resigned after being informed that your employer intended to discharge you, please also explain.

6. **Military Service and Draft Status:** Identify any service in the U.S. Military, including dates of service, branch of service, rank or rate, serial number (if different from social security number), and type of discharge received, and whether you have registered for selective service.

7. **Honors and Awards:** List any scholarships, fellowships, honorary degrees, academic or professional honors, honorary society memberships, military awards, and any other special recognition for outstanding service or achievement.

8. **Bar Associations:** List all bar associations or legal or judicial-related committees, selection panels or conferences of which you are or have been a member, and give the titles and dates of any offices which you have held in such groups.

9. **Bar and Court Admission:**
 - a. When were you admitted to practice law in Virginia?

 - b. Are you admitted to practice law in other states? If so, give the names of such states and dates of admission. Please explain the reason for any lapse in membership.

 - c. List all courts in which you have been admitted to practice, including dates of admission and any lapses in membership. Please explain the reason or any lapse in membership. Give the same information for administrative bodies that require special admission to practice.

10. **Are you actively engaged in the practice of law at the present time? If you are connected with a law firm, a corporate law department, or a governmental agency, please state its name and indicate the nature and duration of your relationship.**
11. **If in the past you have practiced in other localities or have been connected with other law firms, corporate law departments or governmental agencies, please give the particulars, including the locations, the names of the firms, corporate law departments, or agencies and your relationships thereto, and the relevant dates. Indicate also any period in the past during which you practiced alone.**
12. **What is/was the general character of your practice? If the nature of your practice has been substantially different at any time in the past, give the details, including the character of such and the periods involved.**

- a. What percentage of your legal practice is/was:

Criminal?	
Tort?	
Real estate? [litigation]	
Corporate?	
Trusts & estates [litigation]	
Domestic relations?	
Labor relations?	
Other (specify) Business and IP litigation	

- b. Do/Did you regularly appear in court (while a practicing attorney)?

- c. What percentage of your appearance in the last five years of your practice was in:

Federal courts?	
State courts of record?	
Other courts? (specify)	

State or federal administrative agency proceedings? (specify)	
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- d. What percentage of your litigation in the last five years of your practice was:

Civil?	
Criminal?	
Administrative?	

- e. What percentage of your trials in the last five years of your practice was:

Jury?	
Non-jury?	

- f. Have/Had you in the last five years of your practiced tried (☐ less than 5) (☐ 5 to 10) (☐ 10 to 20) (☐ 20 or more) cases to conclusion in courts of record?

- g. State in detail your experiences in adversary proceedings before administrative boards or commissions during the last five years of your practice.

13. **If you are now an officer or director of any business organization or otherwise engaged in the management of any business enterprise, please give details, including the name of the enterprise, the nature of the business, the title of your position, the nature of your duties, and the term of your service. If it is not your intention to resign such positions and give up any other participation in the management of any of the foregoing enterprises, please so state, giving reasons.**

14. **Have you ever been sued by a client? If so, please give the particulars.**

15. **Has a complaint of discrimination on the basis of sex, race, religion, national origin, age or handicap ever been filed against you or against any firm or organization during your affiliation with it? If so, please describe the complaint and its resolution.**

16. **Were criminal charges ever instituted against an organization during your affiliation with it as an officer or director? If so, please give the details.**
17. **Have you ever been arrested, charged, or held by federal, state, or other law enforcement authorities for violation of any federal law, state law, county or municipal law, regulation or ordinance? If so, please give the details. Do not include traffic violations for which a fine of \$50.00 or less was imposed.**
18. **Have you ever been a party or otherwise involved in any legal proceedings? If so, give the particulars. Do not list proceedings in which you were merely a nominal party where no allegations of wrongdoing were alleged against you. Include all legal proceedings in which you were a party in interest, a material witness, the subject of a complaint, were named as a co-conspirator or co-respondent, and any grand jury investigation in which you figured as a subject, or in which you appeared as a witness.**
19. **Have you ever been disciplined or cited for a breach of ethics or unprofessional conduct by, or are you now the subject of a complaint to, any courts, administrative agency, bar association, disciplinary committees, or other professional group? If so, please give the particulars.**
20. **State any other information which you regard as pertinent or appropriate to disclose. Please also include any statewide or local bar endorsements.**

21. **Memberships:** List all professional, business, fraternal, scholarly, civic, charitable, or other organizations, other than those listed in response to Questions 8 or 9 to which you belong, or to which you have belonged, since graduation from law school. Provide dates of membership or participation, and any office you held. Include clubs, working groups, advisory or editorial boards, panels, committees, conferences, or publications. Do any of these organizations, clubs, or groups practice invidious discrimination on the basis of race, sex, religion, or national origin?

22. **If not provided in response to question 18, please provide information regarding your volunteer activities, including, if possible, specific descriptions and duration of same.**

23. **Published Writings and Public Statements:**
 - a. List the titles, publishers, and dates of books, articles, reports, letters to the editor, editorial pieces, or other published material you have written or edited, including material published only on the internet. Supply a copy of all published material.

 - b. Supply a copy of any reports, memoranda, or policy statements you prepared or contributed in the preparation of on behalf of any bar association, committee, conference, or organization of which you were or are a member. If you do not have a copy of a report, memorandum or policy statement, give the name and address of the organization that issued it, the date of the document, and a summary of its subject matter.

 - c. Provide a copy or transcript of any print or broadcast media that interviewed or quoted you in any publication or transmission for distribution.

24. **Public Office, Political Activities, and Affiliations:** List chronologically any public offices you have held, including the terms of service and whether such positions were elected or appointed. If appointed, please include the name of the individual who appointed you. Also, state chronologically any unsuccessful candidacies you have had for elective

office or unsuccessful nominations for appointed office. Finally, list any positions held, whether compensated or not, with a national, state, or local political party organization.

25. **List all political contributions you have made, including any joint contributions with a spouse, to candidates for national, state, or local office, or to any national, state, or local political party organization.**
26. **Litigation:** Describe the ten (10) most significant litigated matters which you personally handled, whether or not you were the attorney of record. Give the citations, if the cases were reported, and the docket number and date if unreported. Give a capsule summary of the substance of each case. Identify the party or parties whom you represented; describe in detail the nature of your participation in the litigation and the final disposition of the case. Also state as to each case:
- a. the date of representation;
 - b. the name of the court and the name of the judge or judges before whom the case was litigated; and
 - c. the individual name, addresses, and telephone numbers of co-counsel and of principal counsel for each of the other parties.
27. **Legal Activities:** Describe the most significant legal activities you have pursued, including significant litigation which did not progress to trial or legal matters that did not involve litigation. Describe fully the nature of your participation in these activities. List any client(s) or organization(s) for whom you performed lobbying activities and describe the lobbying activities you performed on behalf of such client(s) or organizations(s). (Note: As to any facts requested in this question, please omit any information protected by the attorney-client privilege.)

28. **Teaching:** What courses have you taught? For each course, state the title, the institution at which you taught the course, the years in which you taught the course, and describe briefly the subject matter of the course and the major topics taught. If you have a syllabus of each course, provide a copy.
29. **Deferred Income/Future Benefits:** List the sources, amounts and dates of all anticipated receipts from deferred income arrangements, stock, options, uncompleted contracts and other future benefits which you expect to derive from previous business relationships, professional services, firm memberships, former employers, clients or customers. Describe the arrangements you have made to be compensated in the future for any financial or business interest.
30. **Outside Commitments During Service:** Do you have any plans, commitments, or agreements to pursue outside employment, with or without compensation, during your service? If so, explain.
31. **Sources of Income:** List sources and amounts of all income received during the calendar year preceding your nomination and for the current calendar year, including all salaries, fees, dividends, interest, gifts, rents, royalties, licensing fees, honoraria, and other items exceeding \$500 or more (if you prefer to do so, copies of the financial disclosure report, required by the Ethics in Government Act of 1978, may be substituted here).
32. **Statement of Net Worth:** Please complete the attached financial net worth statement in detail (add schedules as called for).
33. **Bankruptcy and Tax Information:** Provide information for yourself and your spouse.

- a. Have you and your spouse filed and paid all taxes (federal, state, and local) as of the present date? Indicate if you filed “married filing separately.”
- b. Have you ever made any back tax payments? If so, please provide full details.
- c. Has a tax lien or other collection procedure(s) ever been instituted against you or your spouse by federal, state, or local authorities? If so, provide full details.
- d. Have you or your spouse ever been the subject of any audit, investigation, or inquiry for federal, state, or local taxes? If so, provide full details.
- e. Have you or your spouse ever declared bankruptcy? If so, provide full details.

34. Potential Conflicts of Interest:

- a. Identify the family members or other persons, parties, affiliations, pending and categories of litigation, financial arrangements, or other factors that are likely to present potential conflicts-of-interest when you first assume the position to which you have been nominated. Explain how you would address any such conflict if it were to arise.
- b. Explain how you will resolve any potential conflict of interest, including the procedure you will follow in determining these areas of concern.

35. Health:

- a. What is the present state of your health?

- b. List the date of your last physical examination.
- c. Have you ever been treated for or had any problem with alcoholism or any related condition associated with consumption of alcoholic beverages or any other form of drug addiction or dependence? If so, give details.
36. **Pro Bono Work:** An ethical consideration under Canon 2 of the American Bar Association's Code of Professional Responsibility calls for "every lawyer, regardless of professional prominence or professional workload, to find some time to participate in serving the disadvantaged." Describe what you have done to fulfill these responsibilities, listing specific instances and the amount of time devoted to each. If you are not an attorney, please use this opportunity to report significant charitable and volunteer work you may have done.

_____/_____
SIGNATURE DATE

The foregoing instrument was subscribed and sworn before me this _____ day of _____, by _____.

Notary Public

My Commission Expires: _____.

FINANCIAL STATEMENT NET WORTH

Provide a complete, current financial net worth statement which itemizes in detail all assets (including bank accounts, real estate, securities, trusts, investments, and other financial holdings) all liabilities (including debts, mortgages, loans, and other financial obligations) of yourself, your spouse, and other immediate members of your household.

ASSETS				LIABILITIES			
Cash on hand and in banks				Notes payable to banks-secured			
U.S. Government securities-add schedule				Notes payable to banks-unsecured			
Listed securities (add schedule)				Notes payable to relatives			
Unlisted securities (add schedule)				Notes payable to others			
Accounts and notes receivable:				Unpaid income tax			
Due from relatives and friends				Other unpaid income and interest			
Doubtful				Real estate mortgages payable (add schedule)			
Real estate owned (add schedule)				Chattel mortgages and other liens payable			
Real estate mortgages receivable				Other debts (itemize):			
Autos and other personal property							
Cash value-life insurance							
Other assets itemize:							
				Total liabilities			
				Net Worth			
Total Assets				Total liabilities and net worth			
CONTINGENT LIABILITIES				GENERAL INFORMATION			
As endorser, comaker, or guarantor				Are any assets pledge? (add schedule)			
On leases or contracts				Are you defendant in any suits or legal actions?			
Legal Claims				Have you ever taken bankruptcy			
Provision for Federal Income Tax							
Other special debt							

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