

Name: _____

Date: _____

**DISTRICT OF COLUMBIA JUDICIAL NOMINATION COMMISSION
APPLICANT QUESTIONNAIRE**

1. Full legal name. Please also list any other name you have used or been known by.
2. To be considered for a vacancy, an applicant must be a *bona fide* resident of the District of Columbia and have maintained an actual place of abode in the District for at least ninety (90) days immediately prior to the date the Commission recommends the person to the President. D.C. Code §1-204(b)(3), DCMR §28-2102.1(d). Are you currently a *bona fide* resident of the District? On what date did you become a *bona fide* resident of the District? Please provide a copy of your current District of Columbia driver's license.
3. Are you a member in good standing of the unified District of Columbia Bar? If so, provide the date of your admission and your DC Bar Number. Explain any lapses in membership.
4. Date and place of birth.
5. Are you a citizen of the United States?
6. Do you have any familial relationships that might present conflicts under the D.C. Code of Judicial Conduct if you were to be seated as a judge? If so, please explain these relationships and how you would address any conflicts. ”
7. Have you had any military service? If so, provide dates, branch of service, rank or rate, serial number, present status, and type of discharge.

EDUCATION

8. List each college, university, and law school you have attended, including dates of attendance, the degrees awarded and, if you left any institution without receiving a degree, the reason for leaving.

BAR ADMISSION

9. List all bars to which you have been admitted to practice, with dates of admission. Provide the same information for administrative bodies which require special admission to practice. For each, state whether you have been continuously active and in good standing from your admission to the present. If not, explain in detail.

LEGAL CAREER

10. List *chronologically*, including beginning and ending dates, all entities or persons (government agencies, business or professional corporations, companies, firms, or other enterprises, partnerships, colleges or universities, institutions or organizations, non-profit or otherwise) with which you have been employed or associated as an officer, director, partner, member, proprietor, or employee since graduation from law school, whether or not you received payment for your services. **For each item**

listed, provide current contact name, fax number, mailing address, and email address of the managing partner, agency head, or other similar individual who can provide responses to the Commission's background check. If you served as a clerk to a judicial officer, provide the name of the judge and the court. For example:

- January 2009 to December 2013, XYZ Organization, Staff Counsel (paid position), contact info.
- January 2014 to March 2017, Government Agency, Division Chief (paid position), contact info
- April 2017 to September 2020, ABC Law Firm, Partner (paid position), contact info
- May 2020 to present, Non-profit Organization, Board Member (unpaid position), contact info
- October 2020 to present, Local Law School, Professor (paid position), contact info

11. Describe the general nature of your practice and, if the nature has changed over the years, provide the relevant periods.

12. Describe your typical clients, and discuss the practice areas, if any, in which you have specialized.

13. Describe your court appearances for the last five years, as follows:

(A) Did you appear in court regularly, occasionally, or not at all? If the frequency of your appearances in court has varied during this period, describe each such variance, giving the relevant dates.

(B) What percentage of these appearances was in:
(i) Federal courts
(ii) State courts of record, including courts of the District of Columbia
(iii) Other courts

(C) What percentage of your litigation was:
(i) Civil
(ii) Criminal

(D) State the number of cases in courts of record you tried to verdict or judgment (rather than settled), indicating whether you were sole counsel, chief counsel, or associate counsel.

(E) State the number of cases in courts of record you have settled, indicating whether you were sole counsel, chief counsel, or associate counsel, and at what stage in the litigation the case was settled.

(F) For trials, what percentage was:
(i) Jury
(ii) Non-jury

(G) What percentage of your litigation practice was in appellate courts?

14. Summarize your experience in court prior to the last five years, indicating as to that period:

(A) Whether your appearances in court were more or less frequent than describe in Question 13(A);

- (B) Any significant changes in the percentage stated in your answers to Questions 13(B), (C), (F) and (G); and
- (C) Any significant changes in the number of cases per year in courts of record you tried to verdict or judgment (rather than settled), as sole counsel, chief counsel, or associate counsel.
- (D) Any significant changes in the number of cases per year in courts of record you settled, as sole counsel, chief counsel, or associate counsel.

15. Significant Legal Experience

- (A) List and describe the five most significant litigated matters which you have handled over the entire course of your legal career and provide the citations of any reported decisions. **NOTE: applicants for the District of Columbia Court of Appeals should identify five matters on appeal; applicants for the Superior Court of the District of Columbia may identify either trial or appellate matters.** Indicate whether or not you were a sole counsel, chief counsel, or associate counsel. For each matter, provide:
 - (i) the name of the case and a citation, if available;
 - (ii) the name of the party you represented;
 - (iii) a detailed description of the nature of your participation and year(s) involved in the litigation;
 - (iv) the final disposition of the case, including the disposition date;
 - (v) the name of the court and the judge(s) before whom the case was tried/heard;
 - (vi) the names for counsel for the other parties; and
 - (vii) a brief explanation of your reason for considering the described matter as appropriate to include among a small list of significant matters.
- (B) If you have not litigated five significant legal matters, describe the contributions you have made in other areas related to the law such as law school teaching, administration of courts, administrative rule-making procedures, administrative proceedings, alternative dispute resolution, legislative proceedings, transactional representation, or similar legal work. Provide the same level of detail for each such matter as requested in (A)(i)-(vii) above.

16. Have you ever held judicial office? If so, provide dates and details, including the courts involved, whether elected or appointed, periods of service, and a description of the jurisdiction of each court.
17. Have you ever been a candidate for elective, judicial, or other public office? If so, provide the details, including dates.

BUSINESS AND OTHER NON-LEGAL EXPERIENCE

18. Have you ever been engaged in any occupation, business or profession other than the practice of law or holding judicial or other public office? If so, provide the details, including dates. **For each, provide contact information (names and current mailing addresses, fax numbers, and email addresses).**
19. Are you an officer, director, manager, general partner, advisor, or employee of any business enterprise?

- (A) If so, provide the details, including the name of the enterprise, the nature of the business, the title or other description of your position, the nature of your duties, and the term of your service.
- (B) Is it your intention to resign from the position(s) and withdraw from any participation in the management of any such enterprise if you are nominated and confirmed? If not, please explain.

PROFESSIONAL CONDUCT AND ETHICS

- 20. Have you ever been arrested, charged, convicted of a crime, or held by law enforcement authorities for violation of any law, regulation, or ordinance? If so, fully describe the facts, circumstances, and other pertinent details, including the date or approximate date range, the court or applicable law enforcement authority, the identifying case number, the judge(s) before whom the matter was tried/heard, and the final disposition of the matter. Include charges that have been deferred, dismissed, expunged, or pardoned. Do not include traffic violations for which a fine of \$50 or less was imposed.
- 21. Have you, to your knowledge, ever been under investigation for possible violation of a criminal statute? If so, provide the details.
- 22. Has a tax lien or other collection procedure ever been instituted against you? If so, provide the details.
- 23. Have you ever defaulted on a financial liability? If so, please provide the details.
- 24. Have you ever been sued by a client? If so, provide the details.
- 25. Have you ever been a party, witness or otherwise involved in any other legal proceedings, including, but not limited to, divorce, child support, bankruptcy, or civil actions against you acting in your capacity as a government official? If so, fully describe the facts, circumstances, and other pertinent details, including the date or approximate date range, the court or tribunal, the identifying case number, the judge(s) or hearing officer(s) before whom the matter was tried/heard, the names of the other parties or participants to the proceedings, and the final disposition of the matter. Include matters that were dismissed and matters from which you were immune from suit.
- 26. Have you ever been disciplined or cited for a breach of ethics or unprofessional conduct by, or been the subject of a complaint to, any court, administrative agency, bar association, disciplinary committee, or other professional group? If so, provide the details.
- 27. Have you ever been the subject of a formal or informal workplace complaint or grievance, and have you ever left employment under less than favorable terms? If so, please provide the details.

ADDITIONAL INFORMATION

- 28. Please describe in detail, any chronic illnesses or conditions, including alcoholism or mental or psychological conditions that would materially impact your ability to perform the duties of judicial office with or without reasonable accommodation.
- 29. Have you published any books or articles? If so, list them, giving the citations and dates.

30. List all bar associations and professional associations of which you are or have been a member and provide the titles and dates of any offices which you have held in such groups, including leadership of any committees, working groups, or projects.
31. List all organizations, other than bar associations or professional associations, of which you are or have been a member, including civic, charitable, religious, educational, social, and fraternal organizations, giving dates of membership and titles and dates of offices, if any, you have held.
32. Describe any other pro bono, volunteer, or other activities in which you are, or have been, engaged, which demonstrate a commitment to serving the community and/or vulnerable populations, or which you believe to be relevant to your qualifications for judicial office.
33. Do you currently belong, or have you belonged, to any organization which discriminates on the basis of race, sex, religion, sexual orientation, or any similar status through either formal membership requirements or in the implementation of membership practices? If so, list, with dates of membership and for each, state whether you have undertaken to change these policies and if so, specify how.
34. Please describe what activities you have engaged in that comply with the charge in Rule 6.1 of the Rules of Professional Conduct to provide *pro bono* legal service. Please identify specific instances and dates, and the amount of time devoted to each.
35. List any honors, awards, or recognitions you have received, providing the dates of each.
36. List any other information favorable to you, which you believe to be relevant to your qualifications for judicial office.
37. Is there any other information unfavorable to you which you believe to be relevant to your qualifications for judicial office, or which might be so interpreted by others? Examples of potentially unfavorable information could include, but are not limited to, whether you have ever been sanctioned by a court; whether your professional conduct, integrity, diligence, and/or ability has been the subject of unfavorable comment by any judge, court, or other tribunal, either orally during the course of a proceeding or in a written opinion; whether a case on which you worked was remanded for reasons related to your professional conduct, integrity, diligence, and/or ability; whether you have been accused of any wrongful conduct by any party or witness in any criminal or civil trial; whether you have been, or could be, criticized for being unprofessional, impolite, or discourteous to opposing counsel, witnesses, jurors, court staff, or others; or whether you have been the subject of unfavorable comment in the media. If yes, supply the facts and circumstances. As noted below, applicants shall err on the side of full disclosure.
38. If appointed to the Superior Court of the District of Columbia, would you agree to serve in any division or unit of the court as directed by the Chief Judge? (Please note that if appointed, the response to this question will be provided to the Chief Judge of the Superior Court of the District of Columbia.)
39. Have you read, and do you understand, the current version of the District of Columbia Code of Judicial Conduct?
40. Please provide names and current contact information (telephone, email, mailing address) for between three to four references who can speak to your fitness to serve as a judge. You may wish to include one or more opposing counsel or administrative/non-legal staff with whom you have worked.

Applicants shall err on the side of full disclosure. By signing your name, you affirm that, to the best of your knowledge, all information in this questionnaire is correct and complete. Further, you agree that the Judicial Nomination Commission is authorized by you to publicize your name as an applicant for judicial office.

Respectfully submitted,

Signature

Name: _____

Date: _____

Your application will not be complete until you also submit writing samples (two for Superior Court vacancies and five for Court of Appeals vacancies), the required letter of interest, resume, biographical statement, and fully executed releases. See Applicant Instructions for details.