

Virginia Board of Bar Examiners

Character & Fitness Update Form

COVER PAGE

Please review the checklist
for instructions and required documentation.

Your Character and Fitness Update Form
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 - N12345678

Processor:

CHARACTER & FITNESS UPDATE FORMOFFICE USE ONLY
Version 4.2 - Submitted January 3, 2019 - 19984

I, **Jane Smith Finnegan**, submitted to the Virginia Board of Bar Examiners, on or about **November 25, 2017**, a fully completed Character & Fitness Questionnaire (CFQ). I hereby certify under oath that ALL information contained in my CFQ or any subsequent Character & Fitness Update (Update) is/remains true and complete, and

I understand that until I am licensed, admitted and registered as a member of the Virginia State Bar, I have a continuing duty to report immediately 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 relevant to my character and fitness to practice law, including anything that would modify any of the responses to my CFQ or any subsequent Update, and

I understand that this Update is not the application to take the Virginia Bar Examination, and that I must simultaneously file with the Office of the Secretary the proper form of application for examination, applicable fee with all required attachments, and

I understand that the filing deadline for the February Bar Exam is December 15 and for the July Bar Exam is May 10, and that no application should be filed more than 90 days prior to the filing deadline for that exam, but must be filed by the statutory filing deadline in accordance with §54.1-3925.1 of the Code of Virginia, and

I understand that most of the questions on this Update are only seeking information that has not been previously reported to the Board (e.g., new bar admission applications, civil or criminal incidents), or any and all changes to any status previously reported on my CFQ or any Update. _____ (Initial Here)

Section 1 – Personal Information

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

(A) My Full Legal Name is **Jane Smith Finnegan**, and I **previously submitted my Birth Certificate**, and I **enclose my Marriage Certificate** as verifying documentation.

NO 1.2 Have you 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, **which you have not previously reported to the Virginia Board of Bar Examiners?**

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

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

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 **5000 1st St**
 City **Richmond** State **VA** ZIP **23220**
 Daytime phone **(804) 555-3928** County **Richmond City**
 Email address **janesdoe@gmail.com**

YES 3.2 Do you reside at your current mailing address?

YES 3.3 Have you resided at **any address, other than your current mailing address, which you have not previously reported to the Virginia Board of Bar Examiners?**

For each residence, list the address, together with the month and year of the beginning and ending dates.

1. From month/year **Sep 2016** To month/year **May 2018**
 Street **555 Main Ave**
APT A
 City **Richmond** State **VA** ZIP **23220**
 County **Richmond City**

Section 4 – Marital Status and Support Obligations

4.1 Indicate your current marital status. **Married**

(A) State the date of your marriage and your spouse's full name (include spouse's maiden name, if applicable).

Date of marriage **May 12, 2018** Spouse's full name **Walter J. Finnegan**

NO 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?**

NO 4.3 Have you been or are you currently under any obligation to pay spousal support, **which you have not previously reported to the Virginia Board of Bar Examiners?**

NO 4.4 Have you 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?**

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

Jane Smith Doe v James Alan Doe

Case No. 92419

July 2017

**Juvenile and Domestic Relations Court, City of Richmond, Oliver Hill Courts Bldg,
Richmond, VA 23219**

No Legal Counsel

I brought a motion to seek reduction in my child support payments due to a change in financial status. My motion was not granted and my child support payments were not reduced. I remain in full compliance with my payments.

Section 5 – Education

- NO 5.1** Have you attended any law schools, colleges, universities, trade schools, or other post-high school educational facilities, **which you have not previously reported to the Virginia Board of Bar Examiners?**

Section 6 – Academic Conduct

- NO 6.1** Have you 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, **which you have not previously reported to the Virginia Board of Bar Examiners?**
- NO 6.2** Have you been charged with violating the honor code of any educational facility (regardless of the disposition of the charge), **which you have not previously reported to the Virginia Board of Bar Examiners?**
- NO 6.3** Have you been accused of or investigated for improper conduct or alleged cheating on any standardized test or licensing exam, **which you have not previously reported to the Virginia Board of Bar Examiners?**

Section 7 – Military Service

- NO 7.1** Have you 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?**
- NO 7.2** Are you currently or have you 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?**

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, **which you have not previously reported to the Virginia Board of Bar Examiners**. All periods of time must be accounted for since your last submission.

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 West 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	joneslll@jones.com				
	Additional comments/information	I practice only patent and federal law as I am not licensed in Virginia.				

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

NO 8.3 Have you 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?**

Section 9 – Contact Person

- 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
Walter J. Finnegan, Sr.	Father-In-Law	(804) 555-9191

Section 10 – Applications for Bar Admission

- NO 10.1** Are you currently or have you 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?**
- NO 10.2** Are you currently or have you been granted conditional admission to practice law in any jurisdiction (even if you were later admitted without conditions), **which you have not previously reported to the Virginia Board of Bar Examiners?**
- YES 10.3** 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/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? |
|--------------|------------------|------------------|--------------------|-----------------------------------|
| Virginia | Nov 2017 | Exam | Fail | YES |
- NO 10.4** 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?**
- NO 10.5** Have you been denied permission to take the bar examination in any jurisdiction, **which you have not previously reported to the Virginia Board of Bar Examiners?**

Section 11 – Professional Licenses and Discipline

- NO 11.1** Other than applications for bar admission, have you applied for, or held a license or certificate (e.g., CPA, real estate broker, physician, patent practitioner, etc.) which required proof of good character, **which you have not previously reported to the Virginia Board of Bar Examiners?**
- NO 11.2** Have you been suspended, censured, reprimanded, disqualified or otherwise disciplined as a member of any profession, **which you have not previously reported to the Virginia Board of Bar Examiners?**
- NO 11.3** Have there 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, **which you have not previously reported to the Virginia Board of Bar Examiners?**
- NO 11.4** Have you 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, **which you have not previously reported to the Virginia Board of Bar Examiners?**

YES 11.5 To your knowledge, have you been investigated or charged with the unauthorized practice of law, **which you have not previously reported to the Virginia Board of Bar Examiners?**

(A) Please set forth all facts and circumstances.

In June of 2017, a complaint was made to the Virginia State Bar that I was practicing law in Virginia without a license. The Virginia State Bar investigated the complaint and found that the law practice I was performing at Jones, Jones & Jones was not the unauthorized practice of law and the complaint was dismissed.

NO 11.6 To your knowledge, have you 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, **which you have not previously reported to the Virginia Board of Bar Examiners?**

NO 11.7 To your knowledge, have you been denied a security clearance or has a security clearance previously granted to you been revoked, **which you have not previously reported to the Virginia Board of Bar Examiners?**

Section 12 – Driving Records

YES 12.1 Are you currently licensed to operate a motor vehicle in any state?
List all state(s) where you are currently licensed to operate a motor vehicle.

State	Year acquired	Status	License number
VA	2012	Active	T12345678

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

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

NO 12.2 Other than your current license, have you held a license to operate a motor vehicle **in any state, which you have not previously reported to the Virginia Board of Bar Examiners?**

Section 13 – Legal Proceedings: Civil, 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 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	Jane Smith Doe v James Alan Doe Case No. 92419 December 2017 Juvenile and Domestic Relations Court, City of Richmond, Oliver Hill Courts Bldg, Richmond, VA 23219 No Legal Counsel I brought a motion to seek reduction in my child support payments due to a change in financial status. My motion was not granted and my child support payments were not reduced.		
Plaintiff name	Jane Smith Doe		
Plaintiff attorney	N/A		
Defendant name	James Alan Doe		
Defendant attorney	N/A		
Name of court	Juvenile and Domestic Relations Court		
Court address	Oliver Hill Courts Building		
City	Richmond	State	VA ZIP 23223
Case number	92419	Case type	Child Support
File date	December 2017	Final court date	March 2018
Final disposition	My motion was denied and my child support payments were not reduced.		

YES 13.2 Are you presently or have you 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), **which you have not previously reported to the Virginia Board of Bar Examiners?**

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	February 14, 2018	Felony?	NO
Offense initially charged	Speeding 45/25		
Facts and circumstances, in detail, leading up to charge	I was driving home from work and was stopped for speeding 45 MPH in a school zone of 25 MPH.		
Location of offense (City/County)	City of Richmond	State	VA
Did you appear in court?	NO		
No Court Appearance			
Final disposition	Paid Fine		
Paid to	City of Richmond General District Court - Traffic Division		
Amount paid	\$250	Date paid	March 25, 2018

Section 14 – Additional Legal Proceedings

- NO 14.1** Other than provided in Section 13 - Legal Proceedings (Civil and Criminal), have you been summoned for a violation of any other statute, regulation or ordinance, **which you have not previously reported to the Virginia Board of Bar Examiners?**
- NO 14.2** Do you have any **outstanding or unpaid** fines, court costs, or tickets, including those for traffic or **past due** parking violations, **which you have not previously reported to the Virginia Board of Bar Examiners?**
- NO 14.3** Have you ever failed to comply with any court-ordered obligation(s), **which you have not previously reported to the Virginia Board of Bar Examiners?**
- NO 14.4** Have you been removed, resigned, or asked to resign as a guardian, executor, administrator, trustee, or other fiduciary, **which you have not previously reported to the Virginia Board of Bar Examiners?**
- NO 14.5** Have you 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, **which you have not previously reported to the Virginia Board of Bar Examiners?**
- NO 14.6** Has your driver's license been suspended or revoked, **which you have not previously reported to the Virginia Board of Bar Examiners?**

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 Update Form.
- 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 Update Form) obtained from **Experian, Equifax OR TransUnion ONLY**. Credit summary or profiles are **not** acceptable.

NO 15.2 Within the last seven (7) years, have you had a credit card revoked, **which you have not previously reported to the Virginia Board of Bar Examiners?**

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 **Bon Secours**
Complete mailing address - Street **1000 Libbie Avenue**
City **Richmond** State **VA** ZIP **23226**
Account number **T12345678**
Current balance **\$700.00** Past due amount **\$700.00**
Reason for delinquency **I had to take my son to the emergency room and they ran tests which I did not authorize. I paid the entirety of the bill other than the non-authorized procedures.**
Steps being taken to resolve **I sent a letter to Bon Secours explaining the situation and have not yet received a response.**

NO 15.4 Do you have any unsatisfied judgments against you?

NO 15.5 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 15.6 Have you been the subject of a trusteeship, receivership, wage attachment, or garnishment proceeding, **which you have not previously reported to the Virginia Board of Bar Examiners?**

NO 15.7 Have you 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, **which you have not previously reported to the Virginia Board of Bar Examiners?**

NO 15.8 Have you failed to timely file any local, state, or federal tax return, **which you have not previously reported to the Virginia Board of Bar Examiners?**

Section 16 – Student Loans

NO 16.1 Have you obtained a student loan, **which you have not previously reported to the Virginia Board of Bar Examiners?**

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.

- NO 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, **which you have not previously reported to the Virginia Board of Bar Examiners?**

Section 18 – Health Legal Issues

- 18.1** Have you 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, **which you have not previously reported to the Virginia Board of Bar Examiners:**

NO (A) Administrative proceeding or investigation?

NO (B) Judicial proceeding or investigation?

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

- 18.2** 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, **which you have not previously reported to the Virginia Board of Bar Examiners:**

NO (A) Educational institution?

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

I was placed on probation from my employer Jones, Jones & Jones from January 2017-March 2017 for various alcohol incidents at work (previously reported to the Virginia Board of Bar Examiners). I have had no further incidents, and I am no longer on probation with my current employer.

**Jones, Jones & Jones
123 W St
Ste 510
Richmond, VA 23220**

NO (C) Government agency?

NO (D) Professional organization?

NO (E) Licensing authority?

SAMPLE

Section 19 – Handwriting Sample

In your own handwriting, write the following:

I understand and acknowledge that ALL of the preceding questions accurately and completely reflect any and all changes to any question asked on my Character & Fitness Questionnaire and any subsequent Update previously submitted to the Virginia Board of Bar Examiners, and that all information contained in this "Character & Fitness Update Form" is true and complete.

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 sample area with horizontal lines and a large diagonal watermark reading "SAMPLE".

Print Name of Applicant

Signature of Applicant

Authorization and Release Form

I, Jane Smith Finnegan, 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 Finnegan

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)