

**Please print and fill out**

**Assistant U.S. Attorney Applicant Questionnaire  
District of Arizona**

Name: \_\_\_\_\_

**Veteran Status**

Are you a Veteran?            Yes     No

If yes, list your preference:    5 pt     10 pt

**Location and Interest of Employment**

Where do you want to work? *(Please check one or more of the following locations, if applicable.)*

Phoenix     Tucson     Flagstaff     Yuma

You are interested in a position in which division?

Criminal Division             Civil Division             Appellate Division

Type of Appointment:            Permanent             Term

**Trial Experience**

Have you tried cases in federal court?    Yes     No

If so, state the number of:    Bench trials \_\_\_\_\_    Jury trials \_\_\_\_\_

In what practice areas?

Have you tried cases in state court?    Yes     No

If so, state the number of:    Bench trials \_\_\_\_\_    Jury trials \_\_\_\_\_

In what practice areas?

**Appellate Practice**

Have you authored briefs filed in any appellate court? Yes  No

If so, how many briefs have you authored and filed as counsel of record in:

The Ninth Circuit Court of Appeals: \_\_\_\_\_ The Arizona Court of Appeals: \_\_\_\_\_  
Other Federal Circuit Court(s): \_\_\_\_\_ Other (please specify) \_\_\_\_\_

Please state case names, docket numbers, and citations (if reported):

Have you participated in oral argument in an appellate court? Yes  No

If so, how many arguments have you made before:

The Ninth Circuit Court of Appeals: \_\_\_\_\_ The Arizona Court of Appeals: \_\_\_\_\_  
Other Federal Circuit Court(s): \_\_\_\_\_ Other (please specify) \_\_\_\_\_

**Administrative Law**

Have you litigated cases in administrative courts before an administrative law judge or in Immigration Court? Yes  No

If so, provide the case names, the docket number(s) of the case(s), and citations (if reported):

**Criminal Litigation**

Have you presented matters to a grand jury? Yes  No  How Many? \_\_\_\_\_

Have you presented expert witness testimony? Yes  No

If so, please state the subject matter on which the experts offered opinions:

**Civil Litigation**

Have you taken a deposition in a civil case? Yes  No

If so, approximately how many depositions have you taken?

- Less than 25
- More than 25, but less than 100
- More than 100, but less than 500
- More than 500

Have you served written discovery in a civil case? Yes  No

Have you retained expert witnesses and/or submitted experts' reports? Yes  No

If so, please state the subject(s) on which the expert(s) offered opinions:

Have you deposed expert witnesses retained by others? Yes  No

If so, please state the subject(s) on which the expert(s) offered opinions:

**Additional Information**

Is there any additional information regarding your legal experience you would like us to know? If so, please state below or attach an addendum. Yes  No

**Ethics, Professionalism and Background Investigation**

Date of law school graduation (mo/yr)

Date of passage of first bar examination (mo/yr)

Date first sworn-in to any bar (mo/yr) and what state?

Please list and describe any legal employment that you had between law school graduation and being sworn-in to your first bar.

Please indicate each State Bar of which you are a member and the month(s)/ year(s) you were admitted

Did you take time off from school and/or work to study for the bar exam?      Yes       No

If yes, please list dates: (Please ensure you explain any gaps in employment since law school graduation so that we may appropriately credit experience.)

Have you ever had a bar complaint filed against you or had your conduct referred to a state bar in any jurisdiction?      Yes       No

If yes, please explain the circumstances; disclose the jurisdiction and the resolution:

Has your conduct ever been referred to an employer's Office of Professional Responsibility or similar entity?      Yes       No

If so, please describe the circumstances and the resolution of the referral

Has any court ever issued any sanctions, monetary or otherwise, against you or your client arising out of your conduct?      Yes       No

If so, please describe the circumstances and sanctions:

Have you or your employer ever reported your conduct or performance to a professional liability carrier?      Yes       No

If so, please describe the circumstances:

Have you ever been arrested? If so please explain the circumstances.

Yes  No

Have you ever been convicted of a felony offense? If so please explain the circumstances.

Yes  No

Have you ever been convicted of a misdemeanor offense, if so please explain the circumstances.

Yes  No

Is there any other information in your background, personal or professional, that the US Attorney should know?

Yes  No

Have you timely filed and paid state and federal tax returns for all years for which you were required to file such returns?

Yes  No  Not Applicable

Have you timely paid any and all student loans?

Yes  No  Not Applicable



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U.S. DEPARTMENT OF JUSTICE  
Suitability Process for Attorney Candidates

Every attorney hired by the Department undergoes a background investigation to determine his/her suitability for DOJ employment. The FBI investigates each candidate's background, going back 7-10 years, based on information provided on a standard security form,

The investigation includes a careful review of the completed security form, a thorough background investigation conducted by the FBI, a credit check, and an Internal Revenue Service report on tax filing and payment history, The most common suitability issues that arise are:

- use of controlled substances;
- misrepresentations or lack of candor on the security form;
- failure to fulfill tax obligations; and .
- failure to comply with financial obligations.

The investigation process takes several months. Typically, the pre-employment paperwork (the security form, credit and tax reports, etc.) is reviewed and if there are no problems/issues, the selected attorney would be put on an 18 month appointment while the background investigation is conducted.

The security form used by USAOs, the SF 86, can be downloaded from the OPM web site at <http://www.opm.gov/forms/>.

Be sure to answer the questions on your pre-employment paperwork honestly. Providing false or misleading information on your pre-employment paperwork may impact your suitability for Department employment.

Each candidate's history is reviewed on a case-by-case basis. If, upon reflection, and after reviewing the security paperwork, you have questions about potential areas of concern, you can call the Office of Attorney Recruitment and Management on an anonymous basis and ask to speak with one of the attorneys who work in this area. The main number for that office is 202-514-8900.