

Sample of Completed Nomination Form

**National Advocacy Center
1620 Pendleton Street
Columbia, South Carolina 29201-3836**

**Telephone: (803) 705-5100
FAX: (803) 705-5110**

OLE Course Contact: **Mary Jones (mary.jones@usdoj.gov)** (Please refer to course description)

Return Mailing Address: *Must be typed and fit into the box below*

John H. Doe Office of General Counsel Department of Energy 6th & D Sts, Washington, DC 21115	OLE USE ONLY		
	ACCEPTED	NOT SELECTED	WAITING LIST
Course Name	Course Date(s): March 20-24, 2000		
Civil Federal Practice	Course Location: Columbia, SC		
Nominee's Name: John H. Doe	[X] Attorney [] Non-Attorney		
E-mail Address: jdoe@usdoe.gov	Nominee's Title: Trial Attorney		
Office, Agency, or Department:	Phone Number: (202) 555-5555		
Office of General Counsel, Department of Energy	Fax Number: (202) 555-7777		
1. How long has the nominee been a lawyer / non-lawyer / support staff (circle one)? 5 yrs 3 mos			
2. How long has the nominee been a lawyer / non-lawyer / support staff (circle one) in this particular office? 2 yrs			
3. What percentage of nominee's work involves the subject(s) of the course? 75%			
4. Indicate the level of skill or knowledge nominee has in this area: [X] Novice [] Intermediate [] Advanced			
5. If nominee is being nominated for a trial advocacy course, please indicate the number of trials the nominee has participated in: 15 Civil 0 Criminal			
6. List all OLE courses that the nominee has attended in the last three years? Advanced Employment Discrimination, June 8-10, 1999 Advanced Civil Pretrial Practice, Aug 24-27, 1999			
7. Has the nominee been nominated for this course in the past and not accepted? [] No [X] Yes, when? Jan 98			
8. If necessary, please indicate any special considerations: Nominee works directly with AUSAs on civil cases			
Nominating Official's Name and Signature: Jane Smith			Title: General Counsel
Phone Number: (202) 555-5555 Fax Number: (202) 555-0000	No. of Nominees Submitted 3	Order of Preference of this Nominee: 1	