## INSTRUCTIONS FOR COMPLETING FORM DB-36-A
## (SPECIAL REINSTATEMENT QUESTIONNAIRE)

1. This Form is intended for use by attorneys petitioning for reinstatement from inactive status, retired status or administrative suspension for more than three years. Disbarred, Suspended, or attorneys inactive due to Disability **must** use Form DB-36 (Reinstatement Questionnaire).

2. You must attach a Certificate of Good Standing (or certification of current status, if not active) and a letter of ethical conduct (disciplinary history) for every jurisdiction where you are currently admitted to practice outside of PA. See Question 4.

3. You must attach a letter from the Pennsylvania Lawyers Fund for Client Security indicating that no restitution is owed to the Fund. You may request this letter by either calling 1-800-962-4618 or faxing your request to (717) 231-9511. See Question 7.

4. You must attach at least three (3) letters of reference relating to your moral qualifications, competency and/or learning in the law. See Question 11.

5. If you have any unsatisfied judgments against you, you are required to attach a copy of each judgment. See Question 13.

6. You must attach proof of attendance for **all** courses listed in response to Question 15(d). You may obtain a copy of your PA CLE Course Record by accessing the MyPACLE login from the PA Continuing Legal Education Board's Website at www.pacle.org or by calling the PA CLE Office at 1-800-497-2253.

7. Attorneys seeking reinstatement must complete 36 hours of accredited PA CLE courses, 12 of which must be in the area of Ethics, within one year preceding the filing of the petition for reinstatement. You must complete all courses prior to filing the petition and attach proof of attendance at all of the courses listed in response to Question 15(d).

8. If you have taken courses in another jurisdiction, those course credits may be eligible for credit in PA. You may want to contact the PA CLE Board to learn what steps must be taken to have those courses added to your record or visit their Website at www.pacle.org.

9. If you are required to take mandatory continuing legal education in any other jurisdiction, you must attach proof of compliance with that jurisdiction's CLE requirements. See Question 15(f).

10. You are required to file four (4) notarized original Waiver of Confidentiality forms, one original and one (1) signed copy of the Special Reinstatement Questionnaire and attachments thereto.

11. After the Petition for reinstatement is filed, it will be referred to the Office of Disciplinary Counsel, and that Office has 60 days to file a response and will serve a copy on you. If Disciplinary Counsel files a certification stating that after a review of your petition, they have determined that there is no impediment to reinstatement and that you will meet your burden of proof under the Rules, there is no need for a hearing. The matter will be referred to a Board Member for review and recommendation. If the Board Member approves the petition, it will be forwarded to the Supreme Court with a proposed order granting the reinstatement. It will also be recommended that you be ordered to reimburse the Board for the costs incurred in processing the matter. These costs average between $10 and $20.

12. If Disciplinary Counsel files a response objecting to the reinstatement, the Office of the Secretary shall refer the Petition and Response to a Hearing Committee Member and schedule the matter for hearing. In this situation, the costs will be higher due to the additional costs associated with a hearing. The procedure will also take longer, since the matter will be referred to the full Board for review after the Hearing Committee Member files his or her report.

Form DB-36A
(10/2015)

THE DISCIPLINARY BOARD OF THE SUPREME COURT OF PENNSYLVANIA
601 Commonwealth Avenue, Suite 5600, PO Box 62625, Harrisburg, PA 17106-2625
(717) 231-3380

In Re: PETITION OF : FOR REINSTATEMENT
:
:
: ATTORNEY REGISTRATION NO.

# SPECIAL REINSTATEMENT QUESTIONNAIRE

**ANSWERS MUST BE TYPEWRITTEN**

(File Original and One Copy)

Petitioner must answer all Questionnaire items fully and precisely. Use "none" or "not applicable" where no information is necessary to answer a Questionnaire item. Petitioner must submit four copies of this Questionnaire. All copies must be subscribed and sworn to by the Petitioner and filed with the Disciplinary Board. Use additional sheets as necessary to provide complete answers.

1. (a) Full name:
   (b) PA Attorney I.D. No.:
   (c) Email:
   (d) Current home address:
   Telephone No.:
   (e) Current business address:
   Telephone No.: Fax No .
   (f) Date and place of birth:

(g) Have you ever used another name? ☐ Yes ☐ No

Has your name ever been legally changed by court order or marriage?

☐ Yes ☐ No

If "Yes" to either of the above, complete the following:

| Name | Name Change | Reason | When |
|---|---|---|---|
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**If current name is different than Attorney Registration records indicate, attach a copy of the order, certificate or decree by which the name change was made.**

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2. State all schools (above high school) you have attended, the dates of attendance, the degrees received or to be received, and the dates conferred.

| School/College | Address | From (Mo.&Yr.) | To (Mo.&Yr.) | Degree | Date |
|---|---|---|---|---|---|
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| Law School | Address | From (Mo.&Yr.) | To (Mo.&Yr.) | Degree Date |
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3. (a) Date and place of initial admission to the Bar of Pennsylvania:

(b) When did you go on Inactive or Retired status? (Give other dates if different periods of inactive or retired status were involved since admission.)

(c) Reason for going on inactive or retired status:

(d) If you were Administratively Suspended for nonpayment of your annual fee or noncompliance with your CLE requirements, list the date of the Supreme Court Order.

4. Other Admission information: (Give dates, places, and current status of any other jurisdictions before whom you are [or were] admitted to practice, including any federal courts or administrative agencies, other than Pennsylvania.)

| Date of Admission | Place of Admission | Jurisdiction Admitted | Current Status |
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**Attach a Certificate of Good Standing (or certification of current status if not active) and a Letter of Ethical Conduct (disciplinary history) from each jurisdiction listed above**

5. Detail where, how long and under what circumstances you had been employed, prior to your inactive status, retired status or administrative suspension (listing all employers, full-time, part-time and temporary, whether with or without compensation) by a lawyer or law firm, were self-employed or employed by any agency or business entity; the nature of employment; position held and the reason for termination of each position. If you were in partnership with another lawyer or with a law firm, list the name of the firm, the names of other partners and dates of association.

Name of Employer | Number & Street | From (Mo.&Yr.) | Compensation Yes/No
Name of Immediate Supervisor | City & State & Zip Code | To (Mo.&Yr.) | Position Held | Reason for Termination

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6. (a) Have you ever been disbarred, suspended from practice, reprimanded, censured, or otherwise disciplined or disqualified (including the revocation of a pro hac vice admission, or a disability or administrative suspension) by a licensing agency, court or professional organization for conduct as an attorney? Give date discipline imposed, jurisdiction, nature of disciplinary action taken and name/address of person or body with possession of the record. For suspension or disbarment give length of suspension and citation of case if reported.

☐ Yes ☐ No

**If Yes, attach copies of all reports or decisions relating to such discipline or disqualification, including the order of discipline or disqualification.**

(b) If conversion, withholding, or neglect to pay money on demand of clients was involved in any discipline, provide the names and addresses of persons injured, amounts withheld and the uses of the money:

(c) If any information is submitted in answer to item 6(b) above, to what extent, if any, has restitution been made? (Give particulars including dates and amounts of restitution made; also did a surety make payment of any part of it?)

7. Has the Pennsylvania Lawyers Fund for Client Security made any disbursements to your former clients?

☐ Yes ☐ No

**Attach copy of a letter from the PA Lawyers Fund indicating that either full restitution has been made to the Fund or that no restitution is owed to the Fund. You may request this letter by either calling 1-800 962-4618 or faxing your request to (717) 231-9511.**

8. (a) Are you currently the subject of any investigation by any law enforcement agency? If so, give details including name of agency, nature of investigation and court involved.

☐ Yes ☐ No

(b) Are you currently the subject of any disciplinary complaint filed with any disciplinary agency? If so, give name of complainant and nature of allegations.

☐ Yes ☐ No

9. Have any legal services been performed for clients with or without fee during the period of inactive status, retired status or administrative suspension? If so, give particulars.

☐ Yes ☐ No

10. Have you ever been investigated, arrested or prosecuted for any crime(s)? If yes, provide the following information:

☐ Yes ☐ No

Name and location of the tribunal:

Date, case number and citation or other reference:

Nature of the crime and Disposition:

Location of the record relating to the proceeding:

11. References offered as to character, conduct or reputation during the period of my inactive status, retired status or administrative suspension: (Give at least three.)

| Name | Address | Telephone Number | Relationship To Applicant |
|---|---|---|---|
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**Attach letters from all references listed above relating to your moral qualifications, competency and learning in the law.**

12. (a) Employment during the period of inactive status, retired status or administrative suspension:

| Name & Address of Employer, Partner, Associate or Supervising Attorney | Position Held | From (Mo. & Yr.)<br><br>To (Mo. & Yr.) |
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12. (b) If any of the employment listed above involved law-related activity, did you and your supervising attorney file a notice of employment with the Disciplinary Board pursuant to Pa.R.D.E. 217(j)(5)?

☐ Yes ☐ No

**If Yes, attach proof of compliance**.

(c) If such law-related activity has terminated, did you and your supervising attorney file a notice with the Disciplinary Board pursuant to Pa.R.D.E. 217(j)(5)?

☐ Yes ☐ No

**If Yes, attach proof of compliance.**

**If No, to either 12(b) or (c) above, explain.**

13. (a) Are there any unsatisfied judgments against you? ☐ Yes ☐ No

(b) Do you have any debts which are 90 days past due? ☐ Yes ☐ No

If the answer is Yes to (a) or (b), provide the names and addresses of creditors, amounts due, dates and nature of debts or judgments, and the reason for nonpayment. **Attach a copy of each judgment entered against you.**

14. Since your admission to the Pennsylvania Bar, have you timely filed state and federal tax returns for each and every year?

☐ Yes ☐ No

If No, provide the year, taxing authority, and the current status of the delinquency for each year in which you did not timely file a tax return.

15. Action taken to maintain currency, competency and learning in the law:

(a) What legal periodicals, official reporters, or advance sheets, if any, have you subscribed to or read during the period of your inactive status, retired status or administrative suspension? Give details.

(b) As to the purchase of any law books during the period of your inactive status, retired status or administrative suspension, provide the following information:

| Title | Publisher | Date of Purchase |
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(c) What legal research, if any, have you performed during the period of your inactive status, retired status or administrative suspension? If such research has been performed, provide details in the space below.

| Person for Whom Research Performed | Topic | Date on Which Completed | Amount Paid |
|---|---|---|---|
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15. (d) **List specifically the courses and lectures meeting the requirements of the current schedule of Continuing Legal Education courses published by the Disciplinary Board, which you have taken within the one year preceding the filing of your special reinstatement questionnaire which will satisfy the requirements of Disciplinary Board Rule §89.279(a).**

| Course Title | Location | Date | No. of Credit Hours | Ethics * |
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| **Total Credit Hours:** | | | | |

*[X] the Ethics Column to indicate courses taken to meet the minimum **12** hours in the area of Ethics required in the Current Schedule.

**Attach proof of attendance for all courses listed above.**

15. (e) If waiver of the requirements of subsection (a) of Section 89.279 is requested, attach Motion for Waiver setting forth the reasons on which the Motion is based. If you have complied with the continuing legal education requirements of another jurisdiction, a transcript or other official record of your compliance should be attached to the Motion for Waiver. If you have practiced law in another jurisdiction while on inactive status, retired status or administrative suspension in Pennsylvania, a description of that practice, including a description of the areas of law in which you practiced, a description of law studies or continuing legal education courses in which you have participated and a description of the amount of time that you dedicated to such law practice should be included in the Motion for Waiver. The Chair of the Board will rule on the Motion.

☐ **Motion Attached.**

(f) What other continuing legal education courses including law school courses, if any, have you attended during the period of your inactive status, retired status or administrative suspension? Give details in space provided below, including course title, location of course, date and number of credits received.

**If you are required to take mandatory continuing legal education in any other jurisdiction in which you are admitted to practice, attach proof of compliance with that jurisdiction's requirements.**

16. Since your admission to the Pennsylvania Bar, list every application (whether pursued or subsequently withdrawn) for admission you submitted to any bar, attorney licensing agency, or court, including pro hac vice applications and applications for reinstatement. For each application, provide the following information:

| DATE OF APPLICATION | NAME & ADDRESS OF COURT OR LICENSING AUTHORITY | DISPOSITION OF APPLICATION & REASONS | DATE OF DISPOSITION OR ADMISSION |
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17. If reinstated to "active" status, do you intend to practice law? If so, in what location (give city, county and courts) and with whom (if any associates or partners)? What area(s) of specialization or concentration of practice is contemplated? If you don't intend to actively practice law, what will be the nature of your employment? With whom, where and nature?

18. State concisely any other additional facts or matters you desire to have considered relating to your current inactive status, retired status or administrative suspension (other than those appearing on record). Include any information having a bearing upon your character or fitness for readmission to the bar.

19. State concisely those fact upon which you rely to justify your reinstatement to the Bar of this Commonwealth, relating such facts to the requirements of Rule 218(d) of the Pennsylvania Rules of Disciplinary Enforcement:

I certify that the foregoing answers are true and correct to the best of my knowledge, information and belief. Further, I acknowledge that I am aware that said answers will become a part of the record of my reinstatement proceeding and false statements made herein are subject to the criminal penalties of 18 Pa. C.S. §4904(b).

_____ _____ _____

Date Signature of Petitioner