

***SUBSTITUTE JUDGE APPLICATION AND QUESTIONNAIRE
FOR THE TWENTY-THIRD JUDICIAL CIRCUIT***

Please respond to the following questions. Your responses are for the use of the Judges of the Twenty-third Judicial Circuit in their selection of substitute judges for the Twenty-third Judicial Circuit. If more space is needed for your responses, you may attach additional pages.

1. State your full name.
2. State both your office and home addresses. (Please indicate your home city/county).
3. State your office telephone number and e-mail address.
4. State your date and place of birth.
5. List each college or university and law school you attended, the degree(s) awarded, the date on which each degree was awarded, and if no degree was awarded, the reason why the degree requirements were not met.
6. When were you admitted to practice law in Virginia?
7. Are you admitted to practice law in any other states? If so, give the names of such states and dates of admission.

8. List all courts in which you are presently admitted to practice, including the dates of admission in each court. Please provide the same information for administrative bodies having special admission requirements.

9. Are you actively engaged in the practice of law at the present time? If you are connected with a law firm, a corporate law department, or a governmental agency, please state its name and indicate the nature and duration of your relationship.

10. If in the past you have practiced in other localities or have been connected with other law firms, corporate law departments, or governmental agencies, please provide the particulars.

11. What is the general character of your practice?

12. What percentage of your legal practice involves the following:
 - a. Criminal law
 - b. Tort law
 - c. Real estate law
 - d. Corporate law
 - e. Trusts and estate law
 - f. Family, domestic relations law.

13. Do you regularly appear in Court?
14. What percentage of your appearances in court during the last five years was in:
- a. Federal courts
 - b. State courts of record
 - c. State courts not of record
 - d. State or federal administrative agency proceedings (specify)
15. What percentage of your litigation in the last five years was:
- a. Civil
 - b. Criminal
 - c. Administrative
16. Have you ever been engaged in any occupation, business, or profession other than the practice of law: If so, please give the details, including dates.
17. Have you ever held judicial office? If so, give the details.
18. Have you ever held public office other than judicial office? If so, give the details, including the office(s) involved, whether elected or appointed, and the length of your service.

19. List all civic, social, fraternal organizations, clubs, or groups of which you are a member, officer, director, or trustee. Do any of these organizations, clubs or groups practice unlawful discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, marital status, pregnancy, childbirth or related medical conditions including lactation, age, military status, disability or national origin?

20. List any honors, prizes, awards, or other forms of recognition which you have received since your admission to the bar in Virginia.

21. List all bar associations and professional societies of which you are a member, and give the titles and dates of any offices which you have held in such groups.

22. Have you ever been arrested, charged, or held by federal, state, or other law enforcement authorities for violation of any federal law, state law, county or municipal law, regulation, or ordinance? If so, please give details, including a description of the violation, the date, the jurisdiction, and the final disposition. (Do not include traffic violations for which a fine of \$100.00 or less was imposed.)

23. Have you ever been disciplined or cited for a breach of ethics or unprofessional conduct by, or are you now the subject of a complaint to, any court, administrative agency, bar association, disciplinary committee, or other professional group? If so, please give the particulars.

24. Have you ever been sued by a client? If so, please give the particulars.

25. Are there any actions, suits, or bar complaints now threatened or pending against you? If so, please give the details.

26. Are you now, or have you ever been, a party to a civil proceeding? If so, please give details.

27. Have you read the Canons of Judicial Conduct? Yes ___ No ___

28. Are you aware of any reason or circumstance that would prevent you from fully complying with the Canons of Judicial Conduct? If yes, please explain.

Date: _____

Applicant

Please return by 4/24/23 to:

**By Mail to: J. Christopher Clemens, Chief Judge
Twenty-third Judicial Circuit
Roanoke City Courthouse
315 Church Avenue, SW
P.O. Box 211
Roanoke, VA 24002-0211**

-OR-

By Email to: dhurt@vacourts.gov