

**UNITED STATES ATTORNEY'S OFFICE  
MIDDLE DISTRICT OF PENNSYLVANIA**

**APPLICATION QUESTIONNAIRE FOR  
ASSISTANT U.S. ATTORNEY**

Date: \_\_\_\_\_

1. Name: \_\_\_\_\_

2. Present Position and Title: \_\_\_\_\_

Firm/Office: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City	County	State	Zip code
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Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

3. Residence Address: \_\_\_\_\_

\_\_\_\_\_

City	County	State	Zip code
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Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

4. Place of Birth: \_\_\_\_\_

5. Bar Admission Date: \_\_\_\_\_

6. Bar No.: \_\_\_\_\_

Other Bars to which you are admitted: \_\_\_\_\_

7. Month/Year of any prior application for AUSA positions in MDPA? \_\_\_\_\_

8. Educational History – Please provide all colleges, law schools and graduate schools attended, beginning with the most recent first:

<u>Colleges/Law Schools Attended</u>	<u>From</u>	<u>To</u>	<u>Degree Received</u>	<u>Date Degree Received</u>	<u>Class Rank/GPA</u>
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9. List significant law school activities and awards: \_\_\_\_\_

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\_\_\_\_\_

10. Provide all professional work history beginning with the most recent employment first:

<u>Employer</u> (include current address)	<u>Position</u>	<u>Supervisor</u> (include current phone no. and current address)	<u>From</u> (month/year)	<u>To</u>
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**Provide the following information sequentially on plain, letter-size paper (or if using downloaded version, type the answer after each question). Each request or question and your response should be typed and single-spaced. It is expected that all of the following requests and questions will be answered fully and honestly. Do not read questions narrowly. If you are uncertain of the information being sought, err on the side of disclosure.**

11. What is your current salary? \_\_\_\_\_ What is your minimum salary requirement?  
\_\_\_\_\_
12. Identify any languages other than English that you speak fluently.
13. List all courts in which you are presently admitted to practice, including the date of admission in each case. Provide the same information for administrative agencies having special admission requirements.
14. With respect to your entire career:
  - a. How many years of criminal practice experience do you have?
  - b. How many years of civil litigation experience do you have?
  - c. State the number of cases you have tried to verdict in courts of record during your career, including whether you were sole, associate or lead counsel. How many of these cases were (1) criminal, (2) civil, (3) jury, and (4) non-jury?
  - d. Provide the citations to all reported cases in which you were counsel of record in the trial or appellate courts.
15. List up to 5 significant litigated cases in which you have appeared as counsel and provide the name of the case; the case number; a brief description of the case; the dates involved; the disposition; whether the case was tried, and, if so, before a judge, jury or arbitrator; and whether you were sole, lead or associate counsel
16. If you lack significant trial experience, describe the experiences or special skills you possess which you believe qualify you for a position as an Assistant U.S. Attorney.
17. Have you ever taught at a law school? If so, which school? When? What was the nature of your appointment? Which course(s) did you teach?
18. Have you written any books, articles (including law review), or any material on legal topics that have been published? If so, please list them, giving full citations, dates, and a general description of the subject matter.
19. List any honors, prizes, awards, scholarships, fellowships and other forms of recognition you have received.
20. Have you ever held or applied for a commission, certificate, credential or license which required proof of good character, other than admission to practice law? If so, provide the date of application, issuing authority, disposition of the application, and, if granted, your number and present status.

21. Have you ever been disciplined or cited as a member of a bar for a breach of ethics or unprofessional conduct by, or been the subject of a complaint to, any court, administrative agency, bar association, disciplinary committee or other professional group? If so, provide the particulars, including the applicable dates and disposition. (Identify every complaint even if it was dismissed or did not result in disciplinary action.)
22. Have you ever been sanctioned by any court, or have you ever been cited for contempt of any court or tribunal having the power of contempt? If so, give the details, including dates and names, current addresses and telephone numbers of the judges involved and counsel for the adverse parties.
23. Have you ever been arrested, charged with, or convicted of a criminal offense? (Exclude minor traffic offenses; include DUI and reckless driving). If yes, to the best of your recollection, please state when it occurred, the nature of the charge and the disposition, and indicate the jurisdiction where the records exist.
24. Have you ever been terminated from a job for cause or resigned upon being informed that you would be terminated for cause? If yes, please explain the circumstances.
25. Are you able, with or without reasonable accommodation, to perform the requirements of an Assistant U.S. Attorney? These requirements include, among other things:
  - Attentively receiving, analyzing and concentrating on information for a total of eight or more hours within a work day of reasonable duration;
  - Conducting a trial, including the reviewing and presentation of all types of evidence and the preparation and examination of witnesses;
  - Reviewing and processing substantial volumes of information, originally presented in written form (e.g., legal briefs, cases, jury instructions, transcripts, agency reports);
  - Producing a large quantity of original legal memoranda and other documents;
  - Absorbing, analyzing and weighing complex issues quickly and accurately; and,
  - Responding to situations with discretion, judgment and restraint while under pressure.
26. What role can an Assistant U.S. Attorney play in making our society a better place?
27. Why do you want to be an Assistant U.S. Attorney? Why do you believe you are qualified?
28. Attach a sample or samples of your legal writing (such as a portion or all of an appellate brief, memorandum of points and authorities, opinion letter, etc.). The sample(s) should not exceed a total of 25 pages.
29. Please list five references (name, address and telephone number) who are familiar with your performance as an attorney.
30. Do you have any relatives employed in the Department of Justice? If so, please provide their name, relationship to you and the Bureau or Office in which they work.

**I hereby declare under penalty of perjury that the answers and statements provided by me in the forgoing application are true and correct.**

**Type or  
Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. If you need a reasonable accommodation for any part of the application and hiring process, please notify Christine Osborne, Human Resources Officer at (570) 207-4809. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit with the Department of Justice.