

**INSTRUCTIONS FOR COMPLETING FORM DB-36
(REINSTATEMENT QUESTIONNAIRE)**

1. This Form is intended for use by attorneys petitioning for reinstatement from disbarment, suspension or transferred to inactive status due to Disability. Attorneys on voluntary or involuntary inactive status for more than three years must use Form DB-36-A (Special Reinstatement Questionnaire).
2. An original and four (4) copies of this Form must be filed, together with an original Petition for Reinstatement and ten (10) notarized original Authorization and Release forms.
3. Board Rule 89.272 provides that the Board will not entertain a Petition for Reinstatement filed before the formerly admitted attorney has paid in full any costs taxed by the Supreme Court and has made any required restitution to the PA Lawyers Fund for Client Security.
4. A suspended attorney may file for reinstatement nine (9) months prior to the expiration of the suspension. In the case of a disbarred attorney, the Board will not entertain a Petition for Reinstatement filed prior to the expiration of at least five (5) years.
5. 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 attach proof of attendance for all courses listed in response to Question 19a. You may obtain a copy of your PA Attorney Credit's Report by either calling the PA Continuing Legal Education Board at 1-800-497-2253 or faxing your request to (717) 795-2120.
6. A maximum of 12 credit hours may be taken on-line through an accredited PA CLE provider. If you need assistance in finding accredited courses, you can visit the PA CLE Board web site at www.pacle.org or access their automated phone system at (800) 497-2253.
6. You must attach a certified copy of your disbarment/suspension/transfer to inactive status order. See Question 3(b). To obtain a certified copy, contact the Deputy Prothonotary's Office of the Supreme Court in Pittsburgh at (412) 565-2816.
7. You must attach copies of the Board's Report and Recommendation, Hearing Committee Report or Statement of Resignation (if Disbarred on Consent). Contact the Board Secretary's Office at (717) 731-7073 to obtain copies of these documents, if needed.
8. **Notations in Bold** on the Form DB-36 indicate what documents must be included with each copy of the Reinstatement Questionnaire filed by the formerly admitted attorney.

2. (a) 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

Law School	Address	From (Mo.&Yr.)	To (Mo.&Yr.)	Degree	Date

- (b) Date, place and court of initial admission to the Bar of Pennsylvania:

- (c) Have you ever applied for admission to practice as an attorney or counselor in any other state or country or before a federal court or an administrative agency?

[] Yes [] No

If Yes, complete:

Date	Application Filed Place	Disposition	Motion/Bar Exam.	Admission Date	Place

3. (a) What was the finding of misconduct upon which your present suspension/disbarment is based?

(b) Provide the following detailed information (or attachments):

- i. **Attach a Certified copy of your disbarment/suspension/transfer to inactive status order with copy of any opinion which may have accompanied said order**
- ii. List below the caption and docket number of proceeding in which order entered:
- iii. **Attach copy of the report and recommendations of the Disciplinary Board or other similar body existing prior to the establishment of the Board or existing in another jurisdiction.**
- iv. **Attach copy of the findings of the hearing committee or other similar body (if different from iii. above) which heard the evidence.**
- v. **Attach copy of Statement of Resignation if Disbarred on Consent.**
- vi. List below the citation or other reference to the disbarment/suspension or transfer to inactive proceeding if reported in any bound volume(s) of reports.
- vii. List below the names and addresses of complaining or aggrieved parties:

Name	Address

4. If your disbarment/suspension was based on a conviction of a crime in this or any other jurisdiction (including federal) provide the following detailed information (or attachments):

(a) Nature of charges against you and citation(s) to criminal statute(s):

Charge(s)	Citation(s)

(b) Names and addresses of complaining witnesses:

Name	Address

(c) **Attach certified copy of indictment (or information), docket entries, and judgment and probation/commitment order (or equivalent thereof) and opinion(s).**

(d) Name, court and address of trial judge (if different from that or not listed in any documents in (c) above).

(e) Name, organization and address of prosecutor (if different from that or not listed in any documents in (c) above).

(f) Citation or other reference to your criminal case, if reported in any bound volume(s) of reports:

5. If a charge or finding of commingling, withholding, misusing or neglecting to pay money to or on behalf of clients or any other similar charge involving improper handling of funds was involved in your disbarment/suspension/transfer to inactive status, itemize the following:

(a) Name and address of any person(s) involved and amount(s) withheld:

Name	Address	Amount

(b) As to each of the foregoing, in what fashion and/or for what purpose was the money expended? Give full details:

(c) To what extent, if any, has restitution been made? State, as to each client, when and by whom restitution has been made and whether any interest was paid:

(d) Has any surety, guarantor or bar association fund made any restitution payment? Give details:

Yes No

If Yes, have you reimbursed said surety, guarantor or fund who has made restitution? Give details:

5. (e) Has the Pennsylvania Lawyers Fund for Client Security made any disbursements to your former clients?

Yes No

If Yes, attach proof that full restitution has been made to the Pennsylvania Lawyers Fund for Client Security.

Note: Either the Yes or No box must be checked for this question or the Questionnaire will be considered incomplete.

6. After entry of your disbarment/suspension/disability inactive status order, did you file with the Secretary of the Disciplinary Board:

- (a) Copies of notices substantially in the language of Form DB-23 (non-litigation notice of disbarment, suspension or transfer to inactive status) sent to clients pursuant to Pa.R.D.E. 217(a) and Disciplinary Board Rule 91.91?

Yes No

If Yes, state the date on which such filing was made.

If No, explain.

- (b) Copies of notices substantially in the language of Form DB-24 (litigation notice of disbarment, suspension or transfer to inactive status) sent to clients pursuant to Pa.R.D.E. 217(b) and Disciplinary Board Rule 91.92?

Yes No

If Yes, state the date on which such filing was made.

If No, explain.

- (c) Copy of the affidavit required by Pa.R.D.E. 217(e) and Disciplinary Board Rule 91.95?

Yes No

If Yes, state the date on which such filing was made and **attach a copy of the Affidavit.**

If No, explain.

8. (a) To the best of your knowledge have you ever been the subject of a disciplinary complaint not revealed hereinabove, to include any complaint made against you in law school?

[] Yes [] No

If Yes, provide the following information as to each instance:

Complainant Name & Address

Court, Agency or Other Body to Whom the Complaint was Made

Charge & Date Made

Disposition & Date Thereof

Docket Number or Other Identifier

Citation or Other Reference

- (b) If there is no citation or other reference to a bound volume of reports attach a copy of findings for each of the above or indicate where available on record:

9. Have you ever been investigated, arrested or prosecuted for any crime (other than a summary motor vehicle violation) which is not set forth in paragraph 4 hereinabove?

[] Yes [] No

If Yes, provide the following information (or attachment) as to each offense:

- (a) Nature of charges against you and citation(s) to criminal statute(s):

Charge(s)	Citation(s)

9. (b) Names and addresses of complaining witnesses:

Name(s)	Address(es)

(c) **Attach certified copy of indictment (or information), docket entries, and judgment and probation/commitment order (or equivalent thereof) and opinion(s).**

(d) Name, court and address of trial judge (if different from that or not listed in any documents in (c) above).

(e) Name, organization and address of prosecutor (if different from that or not listed in any documents in (c) above).

(f) Citation or other reference to your criminal case, if reported in any bound volume(s) of reports:

10. (a) Have you ever been involved in a civil action as a party or as one who claimed an interest?

Yes No

(b) Has any action in the nature of a malpractice action been filed against you?

Yes No

(c) Are there any judgments against you currently on court records as unsatisfied?

Yes No

If any of the answers to questions (a), (b) and (c) above were Yes, provide the following information (or attachments) as to each matter: (Use additional pages to answer if necessary:

Plaintiff's Name(s) -----
Case Name -----
Nature of Action -----
Court -----
Court Term & Number -----
Docket Number -----
Court Record Index Number -----
Disposition -----
Amount of judgment -----
Balance of judgment unsatisfied -----

Attach a current copy of docket entries for each case listed, to include appellate docket entries, if applicable.

(d) Do you have any debts which are 90 days past due?

Yes No

If the answer to (d) is Yes, provide the names and addresses of creditors, amounts due, dates and nature of debts, and the reason for nonpayment.

- (e) Since your suspension, disbarment or transfer to disability inactive status, 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.

Tax Year	Taxing Authority	Current Status

11. (a) List in chronological order all occupations, jobs, business associations or other ventures of any kind whatsoever (full-time, part-time and temporary, whether with or without compensation) which you had during the period of your suspension/disbarment/inactive status. As to each, identify by name and address your employer (or partner or associate in business), state the amount of your salary or other form of compensation, if "other compensation" state the type and terms thereof and list the dates and duration of each. If any employer was a relative of yours or, in the case of a corporation or other business, was owned or controlled by you or by a relative, so note, giving the name of the relative and his/her position in the business.

Name & Address of Employer, Partner Associate or Supervising Attorney	Type of Compensation & Amount	Duration	Reason for Leaving

11. (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 11(b) or (c) above, explain.

Additional Comments:

12. List any income in excess of \$500 which you received in any one year during the period of your disbarment/suspension/transfer to inactive status or the ten years next preceding the filing of this petition, whichever is less, and which is not listed in 11 above. List each source of such income and, if a periodic income, the approximate amount of monthly income as to each source.

Source	Year	Amount Received	Monthly Amount (If Periodic)

13. List, in chronological order, all residences which you have maintained during the period of your disbarment/suspension/transfer to inactive status or during the ten years next preceding the filing of this petition, whichever is less, and as to each, identify your landlord(s), if any, by name and address.

Number & Street	City, State & Zip	Dates	Landlord

14. Identify your present dependents by name, age, residence, relationship to you and proportion of their income they derive from you.

Name	Age	Residence	Relationship	Proportion of Income

15. As of the date of the within answers, do you have any fixed financial obligations or other notable requirements for payment, such as for alimony or support?

Yes No

If Yes, as to each obligation, list the name and address of each creditor or obligee, the date on which the obligation was incurred, the balance outstanding for each obligation as of the date of filing of the within answers and the monthly payment for each.

Name & Address of Creditor or Obligee	Date Obligation Incurred	Balance Outstanding	Monthly Payment

16. Have you ever made application for a permit or license (other than admission to the Pennsylvania bar) which required proof of good character (including CPA, Real Estate Broker, liquor license, etc.)?

[] Yes [] No

If Yes, as to each application, list the name and address of the body or authority to whom the application was addressed, the date of the application, the disposition of the application and the date of disposition.

Authority to Whom Application Addressed	Date of Application	Disposition	Date of Disposition

Attach a true and correct copy of each such application.

17. Have you, as a member of any profession or organization or the holder of any office or license, been the subject of any proceeding or inquiry which involved censure, removal, suspension, revocation of license, or discipline (not including the proceeding which led to your present disbarment/suspension/transfer to inactive status and not including any matter listed in 7 and 8 above)?

[] Yes [] No

If Yes, as to each such proceeding or inquiry, list the nature of the complaint or action which led to the institution of the proceeding or inquiry, the factual basis and allegations, the date filed (or communicated to you if the filing date is not known), the disposition of the matter and date thereof and the identity and address of the authority in possession of the record of the proceeding.

Nature of Complaint or Action Leading to Inquiry and Factual Basis	Date Filed	Disposition & Date	Authority in Possession of Record

18. Where do you intend to practice law if you are reinstated and what type of practice do you intend to pursue?

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

- (a) If you have been disbarred or suspended for more than one year, or transferred to inactive disability status, 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 next preceding the filing of your petition for reinstatement** (or in which you currently are enrolled and which you will complete prior to the hearing on your reinstatement petition) which will satisfy the requirements of Disciplinary Board Rules 89.275(a)(15) and 89.279(a)¹

Course Title	Location	Date	No. of Credit Hours	Ethics *
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.

¹ The Note to §89.275(a)(15) provides that for purposes of allowing the Office of Disciplinary Counsel to begin its investigation of the petition for reinstatement, the Office of the Secretary will accept a preliminary questionnaire that lists courses or lectures that the respondent-attorney is registered to take in the future if proof of that registration, such as receipted bills or canceled checks, is attached to the questionnaire. The questionnaire, however, will not be considered completed and properly filed for purposes of commencing the running of the time periods in §89.273 (relating to procedures for reinstatement) until the respondent-attorney has actually attended those courses or lectures.

19. (b) What legal periodicals, official reporters, or advance sheets, if any, have you subscribed to or read during the period of your disbarment/suspension/transfer to inactive status? Give details.

(c) What other continuing legal education courses including law school courses, if any, have you attended during the period of your disbarment/suspension/inactive status? Give details in space provided below if any attended.

(d) As to the purchase of any law books during the period of your disbarment/suspension/inactive status, provide the following information:

Title	Publisher	Date of Purchase

(e) What legal research, if any, have you performed during the period of your disbarment/suspension/inactive status? If such research has been performed, provide details in the space below.

Person for Whom Research Performed	Topic	Date on Which Completed	Amount Paid

19. (f) What bar examination(s) or other test for admission to practice in this or any other jurisdiction have you taken during the period of your disbarment/suspension/inactive status? Give details and results. **Attach as exhibits copies of notification from the testing authority.**
20. State concisely any other additional facts or matters you desire to have considered relating to your current disbarment/suspension/inactive status (other than those appearing on record) which the Disciplinary Board should know and consider:

21. State concisely those facts upon which you rely to justify your reinstatement to the Bar of this Commonwealth, relating such facts to the requirements of Rule 218(c) 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. Section 4904(b).

Date

Signature of Petitioner