VIRGINIA BOARD OF BAR EXAMINERS 2201 West Broad Street Suite 101 Richmond, Virginia 23220-2022 804-367-0412

APPLICATION FOR	
VIRGINIA CORPORATE COUNSEL, I	PART I

NCBE - N45987632	Processor:	
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OFFICE USE ONLY		
Version 5.1 - 36575	Revised December 2019	

For Admission to Practice in the Commonwealth as Virginia Corporate Counsel, Part I

Pursuant to Rule 1A:5 of the Supreme Court of Virginia

I hereby apply for a certificate to practice law in the Commonwealth of Virginia, pursuant to the Supreme Court of Virginia Rule 1A:5, and I acknowledge I have read the following Notice:

Notice:

Upon receipt of your completed application, the Board will determine that you have established, by satisfactory evidence, that you meet the minimum requirements of Rule 1A:5 and issue a Provisional Certificate.

The Board may require you to appear personally before the Board, the Character and Fitness Committee of the Board, or a member of either the Board or the Committee and furnish such additional information as may be required.

Corporate Counsel Certificate, Part I applications can take up to six (6) months to process.

If the Board determines you are qualified to be issued a Virginia Corporate Counsel Certificate, Part I, the Board shall approve your application and notify you of its decision.

YES I acknowledge I have read the above Notice.

Section 1 - Personal Information

You must apply in your FULL LEGAL NAME*.

- *Your full legal name must be the EXACT name and spelling as listed on your birth certificate, name change order, adoption decree, naturalization or immigration documentation. Initials are not acceptable unless initials are part of your full legal name.
- If you are married and have not changed your name with the Social Security Administration or never assumed your spouse's last name on any educational, financial or legal documents, your full legal name would be your maiden name. If you have assumed your spouse's last name, your middle name may be your middle name as shown on your birth certificate, your maiden name, or both.
- Although your Social Security card, passport, or driver's license may be issued in a name other than
 your full legal name, you <u>must</u> apply to and be licensed by the Virginia Board of Bar Examiners in your
 full legal name.

1	.1	Full	legal*	name

Ms.	Mary	Jane	Smith	
Title	First name	Middle name	Last name	Suffix

1.2 Provide your current mailing address, email address, daytime telephone number, and date of birth.

Street 100 Independence Boulevard

APT 1B

City Richmond State VA ZIP 23220

Daytime phone **(804) 239-8470** County **N/A**

Email address M.J.Smith1988@gmail.com

Date of birth December 7, 1988

Any change in mailing address, telephone number or email address must be reported immediately to the Secretary of the Board of Bar Examiners via a Change of Address form on our website.

1.3 Social Security Number: **987-56-2541**

or Virginia Department of Motor Vehicles Control Number:

Disclosure of your Social Security Number or Virginia Dept. of Motor Vehicles control number is required by Virginia Code §54.1-116 and assists in expediting the character review process.

1.4 NCBE Number – required for ALL applicants: N45987632

All applicants must obtain an NCBE Number and provide the Board an NCBE Number Confirmation printout as verification of your NCBE Number. The NCBE Number is an 8-digit number preceded by the letter N (e.g. N10002416). If you do not have an NCBE number or need to obtain the NCBE Number Confirmation printout, go to www.ncbex.org.

1.5 Virginia Corporate Counsel, Part I, Employment Information

Applicant Position In-House Counsel

Employer Wares & Goods Corporation

Street 1004 W. Main Street

STE 500

City Richmond State VA ZIP 23220

Phone number (804) 239-8470 Fax number (804) 239-8401

Send all correspondence to Business address

1.6 Affidavit of Employer Information

Employer Affidavit Officer Name Tom Harrison

Employer Affidavit Officer Job Title CEO

Employer Affidavit Officer Email THarrison@WaresGoodsCorp

Section 2 – Required Evidence

If you answer **NO** or **FALSE** in Section 2 – Required Evidence, you **do not qualify** for admission as Virginia Corporate Counsel, Part I, in Virginia.

I hereby represent as a part of my application for certificate as Virginia Corporate Counsel, Part I, (i) that I have read the Rules governing Applications for Admission to the Virginia Bar pursuant to Supreme Court of Virginia Rule 1A:5, and (ii) that I satisfy every requirement for eligibility to apply for a Virginia Corporate Counsel, Part I, Certificate, including without limitation the following:

YES 2.1 I have been admitted by examination to practice law before the court of last resort of a jurisdiction in a state or territory of the United States or the District of Columbia.

Jurisdiction: Tennessee

YES

YES

2.2 I received a Juris Doctor degree from:

Law school University of Tennessee College of Law

Degree date May 6, 2013

School code 153

YES At the time of my graduation, such law school was approved by the American Bar Association.

(A) I attach hereto an official transcript from such law school which shows all course work completed, grades received, the type of degree awarded. Your official transcript must be under school seal and signed by the law school dean or registrar.

- YES 2.3 I am an active member in good standing of at least one state, territory of the United States, or the District of Columbia.
 - 2.4 I have been admitted to practice law in the following state(s), territories of the United States, or the District of Columbia.

Jurisdiction	Application type	Admission status
Tennessee	Exam	Active
District of Columbia	Reciprocity	Active

YES (A) For each jurisdiction where I have ever been admitted, I attach an original Certificate of Good Standing (electronic copy not acceptable), dated within 90 calendar days prior to submission, from the court of last resort for each such jurisdiction.

(A Certificate of Good Standing is required even if you are on inactive status.)

- **True 2.5** I acknowledge that I am **not** currently subject to lawyer discipline or the subject of a pending disciplinary matter in any jurisdiction.
 - (A) For each jurisdiction where I have ever been admitted, I attach an original **Certificate of Discipline** (electronic copy not acceptable), dated within 90 calendar days prior to submission, from the disciplinary authority that handles complaints against lawyers. Such certificate must provide all relevant information, reports, findings, documents and correspondence of any kind concerning my performance as a lawyer.

(A Certificate of Discipline is required even if you are on inactive status.)

- **True 2.6** I acknowledge that I possess the good moral character and general fitness to practice law in Virginia, and I enclose my Character & Fitness Questionnaire in support thereof.
- YES 2.7 I have read and am familiar with the Virginia Rules of Professional Conduct, and I will complete and submit the VIRGINIA RULES OF PROFESSIONAL CONDUCT AFFIDAVIT (prints with forms).
- I enclose a cashier's check, certified check or money order made payable to "Virginia Board of Bar Examiners" in the amount of \$1,500. No personal, firm or company checks accepted. This filing fee covers the cost of processing the application and investigation of the matters contained in the Character and Fitness Questionnaire. I understand that this filing fee is non-refundable and that it is my responsibility to determine that I have satisfied all requirements before submitting my application. In the event this application for a Virginia Corporate Counsel, Part I certificate is denied and I decide to sit for the Virginia Bar Examination, I acknowledge that I must submit a separate bar exam application and pay the appropriate filing fees.
- YES 2.9 I enclose my Affidavit of Employer (prints with forms) executed by an officer of my employer attesting that I am employed as legal counsel to provide legal services exclusively to my employer.
- YES

 (A) I acknowledge that once the Board has received my Affidavit of Employer, and my fully completed application, that I will be issued a Virginia Corporate Counsel, Part I, Provisional Certificate to practice pursuant to Part I of Rule 1A:5.

Section 3 - Acknowledgments

- YES 3.1 I understand that if all information requested in this application, including the Character & Fitness Questionnaire and ALL attachments, is not full and complete on its initial submission, the application will not be processed and the filing fee is non-refundable.
- YES 3.2 I acknowledge that this is a continuing application process and if any answer in this application or in my Character & Fitness Questionnaire changes prior to my admission to the Virginia Bar, I am required to notify the Board immediately and in writing of such change. Failure to do so may be grounds for denying my application.
- YES 3.3 I acknowledge that each of the facts, certifications, and representations provided in this application and in my Character & Fitness Questionnaire is material to my application for Virginia Corporate Counsel, Part I, Certificate in Virginia; I have read Section § 54.1-111 of the Code of Virginia, and I understand the penalty for willfully misrepresenting a fact in an application for licensure.

Section 4 – Additional Required Attachments

Authorized Person

Due to confidentiality limitations, the Board cannot discuss, without prior written authorization, any aspect of an application with anyone other than the applicant.

YES 4.1 I would like to designate an Authorized Person who, in addition to myself, may communicate with the Board in regard to my application.

I authorize the Board to discuss my application with the following Authorized Person:

Tom Harrison

Last 4 digits of Tom Harrison's Social Security Number (for verification purposes only): 9319



Authorization and Release

	By filing	this	app	lication,	ı	hereby	y:
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- YES 5.1 Affirm that all of the information provided herein is true, correct, and complete to the best of my knowledge and belief, and that I have a duty to promptly inform the Virginia Board of Bar Examiners of any circumstances occurring after the date of this application that would affect my responses herein.
- Authorize and request every person, firm, corporation, association, and agency having control of any documents, records, or other writing, or having other information pertaining to me, to furnish to the Board any such writings and information the Board believes will relate to my moral character and/or fitness to engage in the practice of law, and to permit the Board and any of its agents or representatives to inspect and make copies of such documents, records, and other writings.
- Agree that all information provided by this application, and all other information received by the Board and believed by it to have a bearing upon my moral character and/or fitness to engage in the practice of law, may be released by the Board at any time, and without liability to the Board, its members, agents, or other representatives, to any judicial, executive, or legislative official, or to any investigatory or regulatory body or agency, when the Board considers such release to be reasonably needed by such official, body, or agency in response to its inquiry relating to my moral character and/or fitness to engage in the practice of law.
- YES Agree that the foregoing shall remain in effect for any future application that I may make to the Board.

	Signature of Applicant
====== SECTION BELOW MUST BE COMPLETED	BY A NOTARY PUBLIC ======
Commonwealth/State/District of	
County/City of	
I, a Notary Public of such County/City, certify that on this day personal	ally appeared before me
Mary Jane Smith	
who thereupon made oath that all statements contained in this applica-	ation are true and complete.
Given under my hand this day of	,
My commission expires on	,
	Notary Public
Registration Number (if applicable)	
NOTARY SEAL (must be affixed)	

VIRGINIA RULES OF PROFESSIONAL CONDUCT AFFIDAVIT

I, Mary Jane Smith, after first being duly sworn, certify I have read and I am familiar with the Virginia Rules of Professional Conduct.
Signature of Applicant
======= SECTION BELOW MUST BE COMPLETED BY A NOTARY PUBLIC ========
Commonwealth/State/District of
County/City of
I, a Notary Public of such County/City, certify that on this day personally appeared before me
Mary Jane Smith
who thereupon made oath that all statements contained in the foregoing affidavit are true and complete.
Given under my hand this day of ,
My commission expires on ,
Notary Public
Registration Number (if applicable)
NOTARY SEAL (must be affixed)

VIRGINIA SUPREME COURT RULES RULE 1A:5 VIRGINIA CORPORATE COUNSEL (PART I) AFFIDAVIT OF EMPLOYER

In the Matter of the Application of Mary Jane Smith for a Virginia Corporate Counsel, Part I, Certificate: , after first being duly sworn, certify the following: I am an officer of the following company: Company Name Street State Fax number Phone number Email address , an applicant for a certificate 2. I hereby certify that Mary Jane Smith to practice law in Virginia under Part I of Rule 1A:5 as a Virginia Corporate Counsel, is employed by Company Name and such employment or association became effective on I attest to the fact that the applicant is employed as a lawyer to provide legal services exclusively to the 3. company, including its subsidiaries and affiliates, that the nature of the applicant's employment conforms to the requirements of Part I of Rule 1A:5, and I shall notify the Virginia State Bar immediately of any change in the applicant's employment. Print Name and Title of Officer Signature of Officer ===== SECTION BELOW MUST BE COMPLETED BY A NOTARY PUBLIC ======= Commonwealth/State/District of County/City of I, a Notary Public of such County/City, certify that on this day personally appeared before me **Mary Jane Smith** who thereupon made oath that all statements contained in this application are true and complete. Given under my hand this My commission expires on Notary Public Registration Number (if applicable) NOTARY SEAL (must be affixed)

AUTHORIZED PERSON FORM

I, **Mary Jane Smith**, authorize the Virginia Board of Bar Examiners to discuss my application for Virginia Corporate Counsel, Part I with the person named below.

PLEASE NOTE:

- Your Virginia Corporate Counsel, Part I application will take 4 to 6 months from receipt to approval.
- Please DO NOT call or have your Authorized Person call to see if we have received your application or any additional submissions.
- To ensure your application or additional submissions have been received, you should use a delivery method that can be tracked or you may include a self-addressed stamped envelope or postcard, which we will date-stamp and return to you.
- In addition, **DO NOT call or have your Authorized Person call** to request progress updates **prior to the 4-month timeline** from receipt of your completed application.

Person Authorized to discuss my application with the Virginia Board of Bar Examiners:

Tom Harrison	1	Last 4 digits of Authorized Person's SSN: 9319
	I have read and acknowledge the informat	ion above.
		Signature of Authorized Person
	I have read and acknowledge the informat	ion above.
		Signature of Applicant