

# Napa Superior Court

## Supplemental Questionnaire LEGAL RESEARCH ATTORNEY

Please answer the following questions and include with your cover letter and a resume. Submit typewritten or computer generated responses no longer than a total of four pages. Responses such as “see resume” and “see attached” will not be evaluated.

Your responses should be based upon your previous and current employment experience and will be used to evaluate your experience, qualifications and writing skills when determining the candidates to invite for interview.

The court is interested in particular in your experience and background in the following areas: legal research and writing, civil law and procedure, probate, conservatorships, guardianships, habeas corpus, and appeals.

Name: \_\_\_\_\_

California State Bar Number: \_\_\_\_\_

Date of Admission to the State Bar: \_\_\_\_\_ (Day/Mo/Yr)

Law School, degree awarded and date: \_\_\_\_\_

1. Please indicate which position you are applying for. (You may apply for either or both.)  
 Full Time Position  
 Part Time Position
2. Describe your work history and background as it relates to the position of Legal Research Attorney including specific areas of the law, civil law and motion experience, and other significant legal practice and experience.
3. Describe your familiarity with legal research tools including electronic legal research and word processing programs.
4. Please provide two writing samples of a pleading, decision, or memorandum regarding an issue of law that you personally researched and drafted. Please limit your writing sample to a maximum of 10 pages.
5. Please list the names and telephone numbers of three professional references who are not a sitting judge, commissioner or staff member in this court.
6. Are you currently or have you ever been the subject of any disciplinary action before the California State Bar or any other state bar? If so, explain.
7. Describe anything else you would like us to know about you in considering your application.