



LATERAL QUESTIONNAIRE

PERSONAL INFORMATION

Full Legal Name: _____

Preferred Name: _____

Home Address: _____

City, State, Zip: _____

Telephone (Office): _____ (Home): _____ (Cell): _____

☐ okay to leave message ☐ okay to leave message ☐ okay to leave message

Preferred Email: _____

BACKGROUND AND EMPLOYMENT

****Attach Accurate Current Web Bio, CV or Resume***

We expect and insist that you fulfill all contractual and ethical obligations and fiduciary duties you may have to your current firm/employer. We will proceed in discussions with you concerning your potential association with us only upon your assurance that you will discharge all such duties and obligations to your current firm/employer with the same honesty and fidelity that we would expect of you if we were to extend, and you to accept, an offer of partnership/employment with us.

IF NOT ON BIO OR CV, list the states and jurisdictions in which you are currently admitted and in good standing to practice law. Please note states where you are admitted but inactive or not in good standing.

IF NOT ON BIO OR CV, list graduation dates, all dates of employment, all firm names and all positions held (specifically include the date you made partner, if applicable).

HOURS BILLED

	Current Year (Thru _____, 2014)	2013	2012	2011
Client Billable				
Administrative				
Pro Bono				
Business Development				

HISTORICAL RATES, BILLINGS AND COLLECTIONS

	Current Year (Based on data thru _____, 2014)	2013	2012	2011
Standard Billing Rate(s)				
Effective Billing Rate*				
Personal Production**				
Originations****				
Collections				
*Average rate actually realized after discounts, write-offs and write-downs. **Total hours billed multiplied by effective rate, after discounts, write-offs and write-downs. ***Total work you originated that was billed (not limited to your Personal Production). If any portion was contingent fee, please note this.				

ESTIMATED PORTABLE BILLINGS, COLLECTIONS, AND ORIGINATIONS FOR ROLLING 12 MONTHS

	Conservative Scenario	Reasonably Expected	Optimistic Scenario
Value of Personal Production*			
Originations**			
*Total hours estimated to be billed multiplied by assumed effective hourly rate, after discounts, write-offs and write-downs. Assumed billing rate used by you in such projection: \$_____ **Total value of matters estimated to be personally originated, after discounts, write-offs and write-downs.			

Please note that it is the policy of Perkins Coie LLP that there should be no discussions with current clients of your current firm about possibly transferring work to Perkins prior to the time that a decision is made by you and Perkins that you will be joining Perkins and the communication of that decision to your current firm.

To the extent necessary for a complete picture of your practice, please use an addendum to explain the factors that went into your analysis of the portable practice scenarios above, including any contingent fee work, unusual disbursements, or other individuals who would need to be hired to support your practice. Please do not identify any such individuals by name. Please note that there should be no discussions with associates, paralegals or other employees of your current firm about possibly joining Perkins Coie LLP prior to the time that a decision is made by you and Perkins that you will be joining Perkins and the communication of that decision to your current firm.

BILLING METHODOLOGIES

Please explain extent to which your practice relies on contingent or success dependent billings, discount or premium billings, blended rates, fee caps, fixed prices or any other billing methodology other than standard hourly rates:

COMPENSATION

	<i>Current Year (2014)</i>	<i>2013</i>	<i>2012</i>	<i>2011</i>
Monthly Draw				
End of Year Allocation				
Total				
Cash Value of Benefits Paid by Firm				
Other <i>(please explain)</i>				

**** Please attach a copy of PAGE 1 ONLY of your most current K-1 or W-2 (delete SS#) AND a copy of any compensation memorandum you have received for the current year.***

FIRM CAPITAL

	<i>Equity</i>	<i>Loans</i>	<i>Future Commitments / Other Loans</i>
Investment in Current Firm			

PRACTICE RESTRICTIONS

- Are you subject to a non-compete or similar agreement at your current firm? ☐ Yes ☐ No If yes, please describe:
- Describe any advance notice requirement to depart from your current firm:
☐ Not Applicable
- Would you expect to bring any trademark work on a move to a different firm? ☐ Yes ☐ No
If Yes, please give range of possible number of files:

LOSS PREVENTION

In addition to the financial and other information we have asked you to provide, please respond to the questions set out below. We will retain your responses in confidence, but you should understand that we will rely on those responses and the other information you provide us in deciding whether to extend an offer to you.

1. Has any law firm or other place of employment requested that you seek other employment? If yes, please provide an addendum with the details and background of the request and its resolution.
☐ Yes ☐ No
2. Has any claim* of professional malpractice been asserted against you (or your firm) based on your work or work that you supervised? If yes, please describe the claim briefly and state how it was resolved in an addendum.
☐ Yes ☐ No
3. Has any claim* or allegation been made against you for racial, sexual or other harassment or discrimination, or for the creation of a hostile work environment? If yes, please describe the claim or allegation briefly and state how it was resolved in an addendum.
☐ Yes ☐ No
4. Have you been the subject of any Bar Association disciplinary proceedings or investigations? If yes, please provide copies of any letters, complaints, charges, reports or other documentation regarding the Bar proceeding or investigation and its resolution.
☐ Yes ☐ No
5. Have you been the subject of court-ordered sanctions or similar court-ordered action? If yes, please explain the circumstances and the nature of the order in an addendum.
☐ Yes ☐ No
6. Have you been investigated by any state or federal government or agency? If yes, please explain the nature of the investigation and its outcome in an addendum.
☐ Yes ☐ No
7. Are you current on all required tax returns and tax payments? If not, provide details in an addendum.
☐ Yes ☐ No
8. Are you currently engaged in a personal bankruptcy proceeding or do you have significant personal indebtedness which might affect you in the exercise of your professional obligations to your clients or your fiduciary obligations to your partners? If yes, please explain in an addendum.
☐ Yes ☐ No
9. Have you entered into any non-disparagement agreement or confidentiality agreement with your firm or any employer? If yes, please provide details and background in an addendum.
☐ Yes ☐ No
10. Have you recently reviewed the terms of your partnership agreement, including any required notice provisions?
☐ Yes ☐ No ☐ Not Applicable
11. Are you confident that you have not, through any act or omission on your part, violated any provision of your current partnership agreement or any employment agreement?
☐ Yes ☐ No ☐ Not Applicable

*** For purposes of Questions 2 and 3, we intend the words “any claim” to include all claims, whether or not asserted in a formal proceeding.**

12. List all organizations, including for-profit and non-profit, for which you have served over the past five (5) years, or for whom you are currently serving as an officer, director, general partner or general counsel, identifying your position and the dates you have held it.
☐ Not Applicable ☐ See Addendum
13. On an addendum please list all entities for whom you have served over the past five (5) years, or for whom you are currently serving, as a trustee, executor, conservator or guardian, including the estimated value of the trust, estate, or guardian assets and whether you have investment authority.
☐ Not Applicable ☐ See Addendum
14. Have you engaged in a business transaction with a client (other than as a borrower on a home mortgage or as a consumer of a client's goods and services in the ordinary course of business) in the past ten (10) years? If yes, please explain in detail in an addendum.
☐ Yes ☐ No
15. On an addendum please list any clients in which you have had over the past five (5) years, or currently have, a significant ownership interest. You may exclude ownership of less than 3,000 shares in publicly-traded companies.
☐ Not Applicable ☐ See Addendum
16. Other than providing legal services, do you, or any other entity in which you are involved, render, or have you rendered, any type of business or non-legal professional service to any of your clients? If yes, please explain in detail in an addendum.
☐ Yes ☐ No
17. On an addendum please list all federal, state and local government entities, department, commissions or task forces for which you have been employed or on which you have served as a member over the past five (5) years, including the positions held, the dates of each affiliation, and the nature of your involvement.
☐ Not Applicable ☐ See Addendum
18. Are you now, or during the preceding ten (10) years have you ever been, a party (plaintiff or defendant) in any pending administrative proceeding, arbitration or civil or criminal court action, exclusive of routine, non-alcohol related or non-drug related motor vehicle offenses? If yes, please explain in detail in an addendum.
☐ Yes ☐ No
19. Increasingly, major law firms and their partners are being held to close public scrutiny and accountability. Is there anything about your professional or personal background not already covered by this questionnaire that (i) could potentially embarrass our firm if it were made public; or (ii) a reasonable person would deem material to our decision to invite you to join Perkins Coie? If yes, please explain in an addendum.
☐ Yes ☐ No

KEY CLIENTS - Please list your top 10 clients
(Please note that it is the policy of Perkins Coie LLP that you not forward internal documents from your current firm.)

	<i>Name</i>	<i>B=Billing R=Responsible</i>	<i>Billings thru _____, 2014</i>	<i>2013 Billings</i>	<i>2012 Billings</i>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

BACKGROUND CHECK AND CONFLICTS IDENTIFICATION

Any offer we may make to you is contingent upon successful completion of a background check and resolution of any conflicts. Please complete and return our Consumer Report—Investigative Consumer Report Disclosure and Release of Information Authorization form and our Conflicts Matrix.

ATTACHMENTS

1. BIO, Resumé or CV.
2. **First Page** of most recent K-1 or W-2.
3. Copy of compensation memorandum or similar document regarding current year compensation.
4. Addenda

By signing below, I represent to Perkins Coie LLP that this Lateral Questionnaire, including any materials, work product or addenda, is true and accurate, and that to the best of my knowledge neither it nor any other information I have provided to Perkins Coie LLP contains any material misstatements or omissions. I also covenant and certify that I have complied, and will comply, with all requirements of my present law firm/employer to which I am subject and by which I am bound during the pendency of discussions with Perkins Coie LLP.

Signature

Print Name

Date Signed

REFERENCES

Please include at least three clients. We will not contact any references until we have your permission.

Name:	
Address:	
Telephone:	
Contact Person:	
Name:	
Address:	
Telephone:	
Contact Person:	
Name:	
Address:	
Telephone:	
Contact Person:	
Name:	
Address:	
Telephone:	
Contact Person:	

Please list any Perkins Coie attorneys who you know through personal, educational, or work-related contact: