

Additional information needed if you answer “yes” to any of the following questions regarding disciplinary matters and/or criminal convictions

(If you are unable to supply this additional information in the space provided within the portal, it can be provided on a separate paper and attached to your sponsorship form)

1) Have you ever been disbarred/censured/denied admission?

➤ **1. Detailed Written Explanation**

- The nature of the disciplinary action (disbarment, censure, denial)
- The jurisdiction and name of the authority that imposed the discipline
- The dates of the conduct and the discipline
- A clear account of the underlying conduct that led to the action
- If it resulted in continuing legal education (CLE) or ethical training

➤ **2. Copies of Disciplinary Records** ([attach to sponsorship form](#))

- Any orders of disbarment, censure, suspension or denial
- The relevant findings of opinions from the disciplinary board
- Proof of reinstatement, if applicable

2) Do you have any disciplinary actions pending?

➤ **1. Detailed Written Explanation**

- The nature and date of the pending disciplinary matter
- The jurisdiction or regulatory authority handling it (e.g., state bar)
- The status (e.g., under investigation, formal charges filed, hearing scheduled)
- Any relevant case numbers or reference information
- The allegations or issues being investigated

➤ **2. Copies of Related Documents** ([attach to sponsorship form](#))

- The notice of investigation or complaint
- The formal charges or pleadings, if applicable
- Any correspondence with the disciplinary body

3) Have you ever been convicted of a felony?

➤ **1. Detailed Written Statement**

- The nature and date of the offense
- The circumstances leading to conviction
- The outcome (e.g., conviction, plea deal, dismissal)

- Any sentence or penalty imposed
- A list outlining completion dates of any sentencing requirements (e.g., probation, restitution, rehabilitation programs)
- Any steps taken toward rehabilitation

➤ **2. Copies of Court Documents** ([attach to sponsorship form](#))

- The charging document (e.g., complaint, indictment)
- The judgment of conviction

4) Have you been held in contempt of court or otherwise subjected to discipline as defined by the Western District of Michigan?

➤ **1. Detailed Written Explanation**

- The dates of the incident(s)
- The jurisdiction (e.g., court or bar authority that imposed the discipline)
- The facts and circumstances leading to contempt or disciplinary action
- The nature of the finding or sanction (e.g., private reprimand, public censure, suspension, etc.)
- The completion of any continuing legal education (CLE)
- The probation or suspension terms needing to be met with corresponding dates

➤ **2. Copies of Documents** ([attach to sponsorship form](#))

- The disciplinary order, judgment or contempt ruling

5) Have you ever been convicted of a misdemeanor? (You need not report a misdemeanor conviction occurring before commencement of law school.)

➤ **1. Detailed Written Statement**

- The nature and date of the offense
- The circumstances leading to conviction
- The outcome (e.g., conviction, plea deal, dismissal)
- Any sentence or penalty imposed
- A list outlining completion dates of any sentencing requirements (e.g., probation, classes, service)

➤ **2. Copies of Court Documents** ([attach to sponsorship form](#))

- The charging document (e.g., complaint, indictment)
- The judgment of conviction