

## *Memorandum*

**To:** \_\_\_\_\_

**From:** Carey W. Smith for the Arnold & Porter Ethics and Practice Committee

**Date:** May 10, 2001

**Re:** Conflict of Interest Screening

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We recognize that many of our new employees have worked for other law firms and that in rare cases an employee may have done work for a company that is suing, being sued or is otherwise adverse to an Arnold & Porter client. Our aim is to screen our employees from the appearance of switching sides. As part of this effort, we require all new employees to provide us with the information described below.

The firm recognizes that there might be situations in which you cannot provide the information we need consistent with the obligation of confidentiality you owe to others based on work you did before joining Arnold & Porter. We do not, under any circumstances, want you to violate your obligation to hold such information in strictest confidence. If there are any matters as to which you believe that furnishing the requested information would violate such an obligation, please contact the Human Resources Office so that we can attempt to evaluate, without violating your obligations, the likelihood that the confidential matter would raise potential conflict problems at Arnold & Porter.

Please respond to the following questions to the best of your recollection.

1. Have you ever been licensed to practice law?

If the answer to Question 1 is “Yes,” please list the states in which you have been licensed, the date you were licensed and the current status of your license (s).

2. Have you worked for a law firm or a lawyer?

If the answer to Question 2 is “Yes”:

Please list all law firms or sole practitioners for whom you have worked, the approximate dates and any clients about whom you have confidential information. Please use the attached form.

3. If you know or suspect you worked for a client where Arnold & Porter or one of its clients was on the other side, please list the client you worked for, the Arnold & Porter client, and the matter involved.

4. If you are an officer, director, partner, board member or the like of any entity, please list the entity and your position.

Based on the information you provide, a member of the firm's Ethics and Practice Committee may contact you directly.

As you work at Arnold & Porter, you will learn more about its client roster and cases. If this new information makes your earlier answers incomplete, make sure that you contact the Human Resources Department or the Ethics and Practice Committee immediately to update your answers.

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Employee Signature

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Date

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Ethics Partner Signature

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Date

<i><b>FIRM NAME</b></i>	<i><b>DATES WORKED</b></i>	<i><b>CLIENT NAME</b></i>	<i><b>NATURE OF WORK</b></i>	<i><b>OPPOSING PARTY</b></i>
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