

## MEMORANDUM

Dear (Attorney):

As you may know, we have begun upgrading our firm's marketing approach, including re-writing firm publications and the website. With the help of Ross Fishman Marketing, we look forward to presenting a finished product that is as lively and client-oriented as it is accurate.

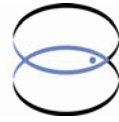
To that end, we are asking everyone to update their biographies for use on a new, improved web site. We ask that you fill in the biographical information on the attached form, which will be used to supplement your existing materials. The form is long but should take no more than 15 minutes to fill out.

Please give your finished form to [NAME] by [DATE]. For your reference, attached is a sample of how your revised biography will appear on the website. If there is other pertinent information about you that is not requested on the form but that you would like to see on your biography, you are welcome to include that in an attachment.

Thank you for your timely response.

Sincerely,

[NAME OF ATTORNEY]



## Attorney Biography Information

**PRINT NAME:** \_\_\_\_\_

**TITLE:** ☐ Partner ☐ Associate ☐ Of Counsel ☐ Other \_\_\_\_\_

**OFFICE LOCATION:**

- ☐ Chicago
- ☐ New York
- ☐ Los Angeles

**PHONE:** (direct line, including area code): \_\_\_\_\_

**FAX:** (direct, including area code) \_\_\_\_\_

**EMAIL** (print): \_\_\_\_\_@firmname.com

**PRACTICE GROUP** (Select from the following list and indicate your emphasis):

- ☐ Litigation
  - ☐ Practice Area
  - ☐ Practice Area
  - ☐ *Etc.*
- ☐ Corporate
  - ☐ Practice Area
  - ☐ Practice Area
  - ☐ *Etc.*
- ☐ More

**EDUCATION:**

Undergraduate institution (official name, degree, year of graduation, honor awarded)

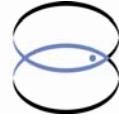
\_\_\_\_\_

Law School (official name of institution, year of graduation, honor awarded)

\_\_\_\_\_

Other (official name of institution, degree, year of graduation, honor awarded)

\_\_\_\_\_



**BAR ADMISSIONS (State and Federal):**

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**SPEECHES AND PUBLICATIONS (title and date of presentation or publication):**

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**PUBLISHED APPELLATE OPINIONS:**

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**SIGNIFICANT RECENT ENGAGEMENTS (describe at least one):**

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**PROFESSIONAL AND CIVIC AFFILIATIONS (include offices held):**

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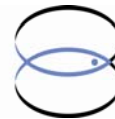
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**OTHER HONORS:**

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## PEOPLE

### EMPHASIS

Complex  
Commercial  
Litigation

Business Law

Trials

Arbitrations

### EDUCATION

Northwestern  
University, J.D.,  
1980

University of  
Illinois Urbana  
Champaign,  
B.S., (High  
Honors)  
Business  
Administration,  
1977

### BAR ADMISSIONS

Illinois, 1980

United States  
District Courts,  
Northern District  
of Illinois  
(including trial  
bar)

United States  
Court of  
Appeals for the  
Seventh Circuit



### JOHN A. DOE

Partner, Litigation Groups

Chairman, Litigation Group

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[jdoe@smsm.com](mailto:jdoe@smsm.com)

**JOHN DOE** represents Fortune 500 and other publicly traded corporations, privately held businesses and individuals in lawsuits and arbitrations, in state and federal courts in Illinois and other jurisdictions.

John represents business owners in litigation against their partners or fellow shareholders, buyers and sellers of businesses in post closing disputes, real estate developers and other entrepreneurs in their litigation needs. John handles technology related litigation arising from license agreements and patent and trademark issues. He also defends product liability and other complex tort litigation for manufacturers in a variety of industries.

### PROFESSIONAL AND CIVIC AFFILIATIONS

- Chairman, Asbestos Litigation Committee, American Bar Association
- Contributing Author, Illinois Institute For Continuing Legal Education, Illinois Trial Evidence
- Member, Defense Research Institute

### SIGNIFICANT RECENT ENGAGEMENTS

- Achieved \$15 million settlement in a federal fraud and breach of contract suit on behalf of an inventor, related to a license of medical technology.
- Obtained summary judgment for the defendant construction materials supplier in an 18 million dollar construction defect case.
- Represented multiple clients in governmental investigations (Securities Exchange Commission, Department of Treasury).

### PUBLISHED OPINIONS

- *Time Warner. v. ABC Corp.* 944 F.Supp. 1234 (N.D. Ill. 1997)