

## United States District Court

*Western District of Virginia*

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### **Nomination form for *Exemplary Service to the Public or an Agency***

The United States District Court of the Western District of Virginia recognizes and awards employees for providing *exemplary service* to the public or an agency with the "You've Been Sighted" Award.

If you would like to nominate an employee who has provided exemplary service, please complete this form and submit by:

- Emailing the completed form to [vawdml\\_cued@vawd.uscourts.gov](mailto:vawdml_cued@vawd.uscourts.gov); or
- Mailing the completed form to: Clerk of Court, Personal & Confidential

U.S. District Court, 210 Franklin Rd.,  
Room 540 Roanoke, Virginia 24011

\*\*If you prefer to have a nomination form mailed to you with a self-addressed stamped envelope, please call 540-857-5100.

Name of Nominated Employee: \_\_\_\_\_

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

Your Email Address: \_\_\_\_\_

Your Phone Number: \_\_\_\_\_

Date of Exemplary Service: \_\_\_\_\_

Please give a brief description of the exemplary service the employee provided to you: