

# **Form ADV - Part 2B**

## *Brochure Supplement*

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*March 29, 2012*

### **Alexandra & James Advisory Services LLC**

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212-425-6006

**This brochure supplement provides information about; Alexandra Lebenthal, Andrew Stewart, Christopher C. Liu, Corrine Smith, Gregory W. Serbe, James B. Lebenthal, John B. Carey, Michelle M. Smith, Robert Morgan, Rochelle McMillian, and Tara Gauthier. This information supplements the Alexandra & James Advisory Services brochure. You should have received a copy of that brochure. Please contact Jack Glasheen, Chief Compliance Officer, if you did not receive Alexandra & James Advisory Service's brochure or if you have any questions about the contents of this supplement.**

**Additional information about Christopher C. Liu, Corinne Smith, Gregory W. Serbe, John B. Carey, Robert Morgan, James B. Lebenthal, and Michelle M. Smith and Tara Gauthier is available on the SEC's website at**

**[www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov)**

**Name:** Alexandra Lebenthal

**Age/Date of Birth:** 47

**Formal Education** (post high school):

Princeton University '86 - A.B. in History.

**Business Background** (past 5 years):

Alexandra & James, LLC, Alexandra & James Advisory Services, LLC, and Lebenthal & Co., LLC:  
President & CEO (09/07-Present).

President & CEO of Alexandra & James, LLC and Registered Representative of IDB Capital Corp  
(10/06-03/08).

**Professional Designations:** None.

**Disciplinary Actions:** None.

**Other Business Activities:** Ms. Lebenthal holds a current FINRA securities registration. As a result, she may receive commissions and service fees from the adviser's relationship with Alexandra and James Advisory Services affiliate Lebenthal & Co. in connection with brokerage services, which could give the adviser an incentive to recommend investment products based on the compensation received, rather than the client's needs. Any conflict that may arise is subject to the Alexandra & James Advisory Services, LLC compliance policies and procedures. Ms. Lebenthal is President & CEO of Alexandra & James Advisory Services – Family Wealth Management which does not present a conflict of interest with her advisory duties. Ms. Lebenthal is a board member of Broadridge Financial Solutions where she receives non-material quarterly compensation for her services on the board. There is no relationship between Alexandra & James Advisory Services and Broadridge Financial Solutions and, Mrs. Lebenthal's activities as a board member does not present a conflict of interest.

**Additional Compensation:** None.

**Supervision:** Ms. Alexandra Lebenthal is the Chief Executive Officer of the Adviser and the investment advice that Mrs. Lebenthal provides to Alexandra & James Advisory Services is not subject to supervision. The activities of all supervised persons, including Ms. Lebenthal, is subject to the Adviser's compliance policies and procedures which are administered by Mr. Jack Glasheen, the Chief Compliance Officer of the Adviser. Mr. Glasheen's telephone number is 212-697-3418.

**Requirements for State-Registered Advisers:** N/A.

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**Name:** Michelle M. Smith

**Age/Date of Birth:** 46

**Formal Education (post high school):**

Radford University '86 – B.A. in Marketing

**Business Background (past 5 years):**

Alexandra & James Advisory Services, LLC: Co-Founder & Senior Managing Director (03/08-Present)

Smith Divorce Strategies, LLC: Chief Executive Officer & Co-Founder (03/08-Present)

Alexandra & James Family Wealth Management, LLC: Co-Founder & Senior Managing Director (03/08-Present)

IDB Capital Corp.: Registered Representative (11/06-03/08)

Wachovia Securities, LLC: Senior Vice President - Investments (06/03-10/06)

**Professional Designations:** Certified CFP & CDFA

The **CFP** certification is a voluntary certification recognized in the United States and a number of other countries for its (1) high standard of professional education; (2) stringent code of conduct and standards of practice; and (3) ethical requirements that govern professional engagements with clients. The following requirements must be met to attain this designation:

- Complete an advanced college-level course of study addressing the financial planning subject areas that CFP Board's studies have determined as necessary for the competent and professional delivery of financial planning services, and attain a Bachelor's Degree from a regionally accredited United States college or university. CFP Board's financial planning subject areas include insurance planning and risk management, employee benefits planning, investment planning, income tax planning, retirement planning, and estate planning;
- Pass the CFP Certification Examination which includes case studies and client scenarios designed to test one's ability to correctly diagnose financial planning issues;
- Complete at least three years of full-time financial planning-related experience; and
- Agree to the CFP Board's *Standards of Professional Conduct*.

The following continuing education is mandatory for all CFP certified individuals:

- Complete 30 hours of continuing education hours every two years, including two hours on the *Code of Ethics* and other parts of the *Standards of Professional Conduct*.
- Renew an agreement to be bound by the *Standards of Professional Conduct*.

The **CDFA** designation is awarded by the Institute for Divorce Financial Analysts. The CDFA prepares individuals to become experts on divorce financial and tax issues and is available to individuals who have a minimum of two years experience as a financial professional, accountant, or matrimonial lawyer. Training includes 32 hours of continuing education for the CFP Board of Standards, 25 CPE credits for the CPA designation, and 32 PACE credits for the ChFC's & CLUs. Topics that are covered include; Financial & Legal Issues of Divorce, Advanced Financial Issues of Divorce, Tax Issues of Divorce, Working as a CDFA (case studies).

**Disciplinary Actions:** None.

**Other Business Activities:** Ms. Smith holds a current FINRA securities registration. As a result, she may receive commissions and service fees from the adviser's relationship with Alexandra and James Advisory Services affiliate Lebenthal & Co. in connection with brokerage services, which could give the adviser an incentive to recommend investment products based on the compensation received, rather than the client's needs. Any conflict that may arise is subject to the Alexandra & James Advisory Services, LLC compliance policies and procedures. Ms. Smith is President & CEO of Smith Divorce Strategies, and Senior Managing Director of Alexandra & James Family wealth Management, both subsidiaries of Alexandra & James, LLC and affiliates of Alexandra & James Advisory Services, LLC, of which does not present a conflict with her advisory duties.

**Additional Compensation:** None.

**Supervision:** Ms. Michelle M. Smith is the Managing Director of the Adviser and the investment advice that Ms. Smith provides to Alexandra & James Advisory Services is not subject to supervision. The activities of all supervised persons, including Ms. Smith, is subject to the Adviser's compliance policies and procedures which are administered by Mr. Jack Glasheen, the Chief Compliance Officer of the Adviser. Mr. Glasheen's telephone number is 212-697-3418.

**Requirements for State-Registered Advisers:** N/A

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**Name:** James B. Lebenthal

**Age/Date of Birth:** 42

**Formal Education (post high school):**

Wharton School of Business '99 – M.B.A. in Business

Princeton University '90 – B.A. in Molecular Biology

**Business Background (past 5 years):**

Alexandra & James, LLC: Chief Financial Officer (2007- Present)

Alexandra & James Advisory Services, LLC: Chief Investment Officer (2007-Present)

Lebenthal Asset Management: President of Equity Asset Management (2007- Present)

Levy, Harkins & Co.: Partner (2004-2007)

**Professional Designations:** Chartered Financial Analyst (CFA) – The Chartered Financial Analyst (CFA) charter is a graduate-level investment credential established in 1962 and awarded by CFA Institute, the largest global association of investment professionals. To earn the CFA charter, candidates must: 1) pass three sequential, six-hour examinations; 2) have at least four years of qualified professional investment experience; 3) join CFA Institute as members; and 4) commit to abide by, and annually reaffirm adherence to, the CFA Institute Code of Ethics and Standards of Professional Conduct. For more information visit: [www.cfainstitute.org](http://www.cfainstitute.org).

**Disciplinary Actions:** None.

**Other Business Activities:** Mr. Lebenthal holds a current FINRA securities registration. As a result, he may receive commissions and service fees from the adviser's relationship with Alexandra and James Advisory Services affiliate Lebenthal & Co. in connection with brokerage services, which could give the adviser an incentive to recommend investment products based on the compensation received, rather than the client's needs. Any conflict that may arise is subject to the Alexandra & James Advisory Services, LLC compliance policies and procedures.

**Additional Compensation:** None.

**Supervision:** Mr. James B. Lebenthal is the Portfolio Manager of the Adviser and the investment advice that Mr. Lebenthal provides to Lebenthal Asset Management is not subject to supervision. The activities of all supervised persons, including Mr. Lebenthal, is subject to the Adviser's compliance policies and procedures which are administered by Mr. Jack Glasheen, the Chief Compliance Officer of the Adviser. Mr. Glasheen's telephone number is 212-697-3418.

**Requirements for State-Registered Advisers:** N/A.

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**Name:** Gregory W. Serbe

**Age/Date of Birth:** 66

**Formal Education (post high school):**

University of Chicago '71 - M.B.A. International Finance

Louvain University in Louvain, Belgium '70 - License en Sciences Economiques Appliquees

Yale University '67 - B.A. History

**Business Background (past 5 years):**

Alexandra & James Advisory Services, LLC: Portfolio Manager (09/07-Present)

Lebenthal Asset Management: President of Municipal Management & Portfolio Manager (9/07-Present).

BlackRock: Vice President & Portfolio Manager (10/06-8/07).

Merrill Lynch Investment Managers: Vice President (2005-2006).

**Professional Designations:** None.

**Disciplinary Actions:** None.

**Other Business Activities:** Mr. Serbe holds a current FINRA securities registration. As a result, he may receive commissions and service fees from the adviser's relationship with Alexandra and James Advisory Services affiliate Lebenthal & Co. in connection with brokerage services, which could give the adviser an incentive to recommend investment products based on the compensation received, rather than the client's needs. Any conflict that may arise is subject to the Alexandra & James Advisory Services, LLC compliance policies and procedures.

**Additional Compensation:** None.

**Supervision:** Mr. Gregory W. Serbe is the Portfolio Manager of the Adviser and the investment advice that Mr. Serbe provides to Lebenthal Asset Management is not subject to supervision. The activities of all supervised persons, including Mr. Serbe, is subject to the Adviser's compliance policies and procedures which are administered by Mr. Jack Glasheen, the Chief Compliance Officer of the Adviser. Mr. Glasheen's telephone number is 212-697-3418.

**Requirements for State-Registered Advisers:** N/A

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**Name:** Corinne Smith

**Age/Date of Birth:** 69

**Formal Education** (post high school):

SUNY Oneonta '63 - B.S. Education

**Business Background** (past 5 years):

Alexandra & James Advisory Services LLC: Senior Managing Director - Investments (03/08-Present).

IDB Capital Corp.: Register Representative (11/06-03/08).

Wachovia Securities, LLC: Registered Representative (06/03-11/06).

**Professional Designations:** None.

**Disciplinary Actions:** None.

**Other Business Activities:** Ms. Smith holds a current FINRA securities registration. As a result, she may receive commissions and service fees from the adviser's relationship with Alexandra and James Advisory Services affiliate Lebenthal & Co. in connection with brokerage services, which could give the adviser an incentive to recommend investment products based on the compensation received, rather than the client's needs. Any conflict that may arise is subject to the Alexandra & James Advisory Services, LLC compliance policies and procedures.

**Additional Compensation:** None.

**Supervision:** Ms. Smith is supervised by Ms. Michelle Smith, Managing Director, on a continuous basis. Ms. Michelle Smith's telephone number is 212-697-3689. In addition, the activities of all supervised persons, including Ms. Smith, is subject to the Adviser's compliance policies and procedures which are administered by Jack Glasheen, the Chief Compliance Officer of the Adviser. Mr. Glasheen's telephone number is 212-697-3418.

**Requirements for State-Registered Advisers:** N/A

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**Name:** John B. Carey

**Age/Date of Birth:** 61

**Formal Education (post high school):**

Pennsylvania State University '73 - M.B.A. Finance

Susquehanna University '72 - B.A. Economics

**Business Background (past 5 years):**

Alexandra & James Advisory Services LLC: Managing Director (2009-Present).

U.S. Trust/Bank of America: Senior Vice President & Portfolio Manager (1974-2009)

**Professional Designations:** None.

**Disciplinary Actions:** None.

**Other Business Activities:** None.

**Additional Compensation:** None.

**Supervision:** Mr. John B. Carey is supervised by Ms. Michelle Smith, Managing Director, on a continuous basis. Ms. Smith's telephone number is 212-697-3689. In addition, the activities of all supervised persons, including Mr. Carey's, is subject to the Adviser's compliance policies and procedures which are administered by Jack Glasheen, the Chief Compliance Officer of the Adviser. Mr. Glasheen's telephone number is 212-697-3418.

**Requirements for State-Registered Advisers:** N/A

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**Name:** Tara Gauthier

**Age/Date of Birth:** 36

**Formal Education (post high school):**

Boston University School of Management '97 – Bachelor of Science in Business Administration & Concentration in International Management.

**Business Background (past 5 years):**

Alexandra and James Advisory Services, LLC: Sr. Vice President, Portfolio and Relationship Manager, October 2011 – Present.

U.S. Trust/ Bank of America Private Wealth Management: Vice President, Portfolio Manager, April 2002 – October 2011

U.S. Trust/Bank of America Private Wealth Management: Investment Associate, September 1998 – April 2002

**Professional Designations:** None.

**Disciplinary Actions:** None.

**Other Business Activities:** None

**Additional Compensation:** None

**Supervision:** Ms. Tara Gauthier is supervised by Ms. Michelle Smith, Managing Director, on a continuous basis. Ms. Smith's telephone number is 212-697-3689. In addition, the activities of all supervised persons, including Ms. Gauthier, is subject to the Adviser's compliance policies and procedures which are administered by Jack Glasheen, the Chief Compliance Officer of the Adviser. Mr. Glasheen's telephone number is 212-697-3418.

**Requirements for State-Registered Advisers:** N/A

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**Name:** Robert Morgan

**Age/Date of Birth:** 38

**Formal Education** (post high school):

Georgetown University'96 - B.S.B.A. Business Administration

**Business Background** (past 5 years):

Alexandra & James Advisory Services, LLC: Assistant Portfolio Manager (3/11-Present)

Lebenthal Asset Management: Vice President & Assistant Portfolio Manager (3/11-Present)

First Investors Management Co.: Municipal Trader (4/01-3/11)

**Professional Designations:** None.

**Disciplinary Actions:** None.

**Other Business Activities:** Mr. Morgan holds a current FINRA securities registration. As a result, he may receive commissions and service fees from the adviser's relationship with Alexandra and James Advisory Services affiliate Lebenthal & Co. in connection with brokerage services, which could give the adviser an incentive to recommend investment products based on the compensation received, rather than the client's needs. Any conflict that may arise is subject to the Alexandra & James Advisory Services, LLC compliance policies and procedures.

**Additional Compensation:** None.

**Supervision:** Mr. Robert Morgan is the Assistant Portfolio Manager of the Adviser and the investment advice that Mr. Morgan provides to Lebenthal Asset Management is subject to the supervision of Gregory W. Serbe. The activities of all supervised persons, including Mr. Morgan, is subject to the Adviser's compliance policies and procedures which are administered by Mr. Jack Glasheen, the Chief Compliance Officer of the Adviser. Mr. Glasheen's telephone number is 212-697-3418.

**Requirements for State-Registered Advisers:** N/A

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**Name:** Christopher C. Liu

**Age/Date of Birth:** 26

**Formal Education (post high school):**

New York University '05 - College of Arts & Science: B.A. Economics & B.A. East Asian Studies.

**Business Background (past 5 years):**

Alexandra & James Advisory Services LLC: Junior Portfolio Manager (10/09-Present).

U.S. Trust, Bank of America - Private Wealth Management: Portfolio Manager Associate (8/06-10/09).

NY Immigration Services: (09/02-08/06).

**Professional Designations:** Chartered Financial Analyst (CFA) – The Chartered Financial Analyst (CFA) charter is a graduate-level investment credential established in 1962 and awarded by CFA Institute, the largest global association of investment professionals. To earn the CFA charter, candidates must: 1) pass three sequential, six-hour examinations; 2) have at least four years of qualified professional investment experience; 3) join CFA Institute as members; and 4) commit to abide by, and annually reaffirm adherence to, the CFA Institute Code of Ethics and Standards of Professional Conduct. For more information visit: [www.cfainstitute.org](http://www.cfainstitute.org).

**Disciplinary Actions:** None.

**Other Business Activities:** None.

**Additional Compensation:** None.

**Supervision:** Mr. Christopher C. Liu is supervised by Ms. Michelle Smith, Managing Director, on a continuous basis. Ms. Smith's telephone number is 212-697-3689. In addition, the activities of all supervised persons, including Mr. Liu, is subject to the Adviser's compliance policies and procedures which are administered by Jack Glasheen, the Chief Compliance Officer of the Adviser. Mr. Glasheen's telephone number is 212-697-3418.

**Requirements for State-Registered Advisers:** N/A

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**Name:** Rochelle McMillian

**Age/Date of Birth:** 53

**Formal Education** (post high school):

St. Peter's College '80 – Two year Program Degree in Computer Studies & English Studies

**Business Background** (past 5 years):

Alexandra & James Advisory Services LLC: Registered Relationship Manager (5/07-Present).

Wachovia Securities: Relationship Manager: Client Services (1998-2007).

**Professional Designations:** None.

**Disciplinary Actions:** None.

**Other Business Activities:** Mrs. McMillian holds a current FINRA securities registration. As a result, she may receive commissions and service fees from the adviser's relationship with Alexandra and James Advisory Services affiliate Lebenthal & Co. in connection with brokerage services, which could give the adviser an incentive to recommend investment products based on the compensation received, rather than the client's needs. Any conflict that may arise is subject to the Alexandra & James Advisory Services, LLC compliance policies and procedures.

**Additional Compensation:** None.

**Supervision:** Ms. Rochelle McMillian is supervised by Ms. Michelle Smith, Managing Director, on a continuous basis. Ms. Smith's telephone number is 212-697-3689. In addition, the activities of all supervised persons, including Ms. McMillian's, is subject to the Adviser's compliance policies and procedures which are administered by Jack Glasheen, the Chief Compliance Officer of the Adviser. Mr. Glasheen's telephone number is 212-697-3418.

**Requirements for State-Registered Advisers:** N/A

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**Name:** Andrew Stewart

**Age/Date of Birth:** 24

**Formal Education** (post high school):

Skidmore College '09 - B.S. in Management and Business.

**Business Background** (past 5 years):

Alexandra & James Advisory Services LLC: Registered Associate (08/10-Present).

Morgan Stanley: Intern (3/10-7/10).

Gillian Stewart Real estate: Licensed Real Estate Salesperson (5/09-02/10).

**Professional Designations:** None.

**Disciplinary Actions:** None

**Other Business Activities:** Mr. Stewart holds a current FINRA securities registration. As a result, he may receive commissions and service fees from the adviser's relationship with Alexandra and James Advisory Services affiliate Lebenthal & Co. in connection with brokerage services, which could give the adviser an incentive to recommend investment products based on the compensation received, rather than the client's needs. Any conflict that may arise is subject to the Alexandra & James Advisory Services, LLC compliance policies and procedures.

**Additional Compensation:** None

**Supervision:** Mr. Andrew Stewart is supervised by Ms. Michelle Smith, Managing Director, on a continuous basis. Ms. Smith's telephone number is 212-697-3689. In addition, the activities of all supervised persons, including Mr. Stewart's, is subject to the Adviser's compliance policies and procedures which are administered by Jack Glasheen, the Chief Compliance Officer of the Adviser. Mr. Glasheen's telephone number is 212-697-3418.

**Requirements for State-Registered Advisers:** N/A

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