

**Instructions:**

**OFFICE OF THE BAR COUNSEL  
OF THE  
BOARD OF BAR OVERSEERS  
OF THE SUPREME JUDICIAL COURT  
FOR THE  
COMMONWEALTH OF  
MASSACHUSETTS**

**COMPLAINT**

Date: \_\_\_\_\_

- (1) Please type, if possible. Otherwise use a dark pen.
- (2) Write only on the front side of the paper.
- (3) Specify exactly what the attorney did that you believe to have been misconduct. Attach additional sheets if necessary.
- (4) Enclose copies of documents as specified on the attached list of requested documents. Please do not send original documents.
- (5) Retain copies for your records of this and any subsequent correspondence and documentation sent to this office.
- (6) Please return to:

**OFFICE OF THE BAR COUNSEL  
99 High Street  
Boston, Massachusetts 02110  
tel: (617) 728-8750  
fax: (617) 482-2992  
<https://www.massbbo.org>**

1. I, \_\_\_\_\_,  
(type or print your full name)  
allege that attorney \_\_\_\_\_  
whose office address is \_\_\_\_\_  
has committed acts of misconduct as set forth in the Statement of Facts attached.

- 2. I request that the Office of the Bar Counsel investigate this misconduct.
- 3. I understand that a copy of this statement may be mailed to the attorney for a reply.
- 4. I understand that this matter must be kept confidential by Bar Counsel and the Board of Bar Overseers.

(signature) \_\_\_\_\_  
 (address) \_\_\_\_\_  
 \_\_\_\_\_  
 (telephone) work: \_\_\_\_\_  
 cell: \_\_\_\_\_  
 home: \_\_\_\_\_  
 (email): \_\_\_\_\_

ADD ADDITIONAL SHEETS IF NEEDED.

**STATEMENT  
OF FACTS**

Please do not write above this line and write only on the front of this and any other pages you attach.

Please fill in the following, if applicable:

Court case name: \_\_\_\_\_ vs. \_\_\_\_\_

Name of Court: \_\_\_\_\_

**Statement of Facts:**

**OFFICE OF BAR COUNSEL**  
**Documents to Include with Complaint**

In order to assist the Office of Bar Counsel in reviewing your complaint, we are providing you with a list of suggested documents that you should include with the submission. Please examine the information under the heading of “**ALL CASES**” and, where applicable, under the subject area that applies to your case. You should also include copies of any other documents or correspondence that may be helpful to our understanding of your case. **Please send us copies and not original documents.** Please make sure to retain the originals of what you send to us in a safe place.

**ALL CASES**

- A copy of any written fee agreement, email or letter from the attorney describing the terms of representation or a description of any oral fee agreement.
- A copy of all correspondence, including emails, sent by the attorney to you (*including bills for services rendered*) and a copy of all such correspondence from you to the attorney.

**IF A CASE HAS BEEN FILED IN COURT OR BEFORE AN AGENCY**

- A copy of the complaint or claim and a copy of the answer to the complaint or claim. Please include the name of the case, the name of the court or agency where the case is pending and the docket number of the case.
- A copy of any ruling or decision of the court or agency. Please indicate the current status of the case.
- If the case has been settled, a copy of any release and settlement agreement.
- If available, a copy of the “*docket sheet*”. This is a written chronological list of the filing and rulings in the case kept by most courts and agencies.

**IF YOU CLAIM THAT THE ATTORNEY HAS NOT RETURNED YOUR FILE OR RESPONDED TO PHONE CALLS OR LETTERS**

- A copy of any correspondence (letters, emails, texts) to the attorney requesting your file or asking for a response. (*If you did not keep copies, please begin to do so*).
- Any records of phone calls or phone messages. Some past phone bills can be obtained from your phone carrier or may be online.
- Any diary or record of when you called or wrote to the attorney.

**CONTINUED ON NEXT PAGE**

***IF YOUR CLAIM INVOLVES AN ESTATE (probate, guardianship, conservatorship, etc.)***

- A copy of any petition for probate or administration, will, inventory, estate tax return or other fiduciary tax return and accounting(s). If you know the name of the bank and account number where the estate funds are held, please provide the same.

***IF YOUR CLAIM INVOLVES A REAL ESTATE TRANSACTION***

- A copy of the offer to purchase, purchase and sale agreement, closing disclosure, HUD 1 settlement statement (*sometimes called a “RESPA”*), deed, mortgage, mortgage note and disbursement sheet.

***IF YOUR CLAIM INVOLVES A PERSONAL INJURY CLAIM (auto accident, slip and fall, workers’ compensation, medical malpractice, etc.)***

- A copy of any written contingent fee agreement.
- If the case was settled, a copy of any settlement agreement, lump sum agreement to redeem liability (*in a workers’ compensation case*), release, or stipulation of dismissal and a copy of any accounting or breakdown of money received in settlement. If you retained copies of the checks you received in settlement, please provide a copy of the checks, front and back.
- A copy of your policy of insurance and, if you know, the name of the insurance company or attorney representing the other party.

***IF YOUR CLAIM INVOLVES CRIMINAL DEFENSE***

- A copy of any pleading or paper that identifies the charge(s), the court where the case is or was pending, and the docket number of the case.

***IF YOUR CLAIM INVOLVES A DOMESTIC RELATIONS MATTER (divorce, custody, abuse prevention, support, etc.)***

- A copy of any separation agreement, decree nisi, final decree, or any other orders of the court.