

Instructions:

**OFFICE OF 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 darkpen.
- (2) Write only on the front side of the paper. **DO NOT USE POST-IT NOTES OR STAPLES.**
- (3) Specify exactly what the attorney did that you believe to have been misconduct. Attach additional sheets if necessary.
- (4) **DO NOT SEND ORIGINALS. THEY WILL NOT BE RETURNED TO YOU.** Enclose copies of documents as specified on the attached list of requested 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 BAR COUNSEL
One Beacon Street, 10th Floor
Boston, Massachusetts 02108
tel: (617) 728-8750
fax: (617) 728-8875**

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 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.*

(name) _____

(mailing address) _____

(primary telephone) _____

(secondary telephone) _____

(email) _____

5. How did you hear about us: _____

*Until the lawyer has been served with a petition for discipline instituting formal charges or has agreed to public discipline, the Board and Bar Counsel may not publicly disclose that a complaint has been filed. You are immune from civil liability based upon your complaint unless it is shown that you are responsible for any public disclosure of the information contained in or relating to the complaint

**STATEMENT
OF FACTS**

PLEASE READ THE ATTACHED INSTRUCTIONS BEFORE COMPLETING THIS PAGE

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 your 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 complaint against this lawyer. **Keep the originals** of what you send to us in a safe place.

Do not send us copies of your entire file for your legal matter. Should further information be needed, a member of our intake staff will contact you.

ALL CASES

- A copy of any written fee agreement or, alternatively, any email, letter or other document from the attorney describing the terms of the representation and the fee to be charged.
- 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 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.

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 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. Please indicate the current status of the case.
- If the case has been settled, a copy of any release and settlement agreement.

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.