

**OFFICE OF DISCIPLINARY COUNSEL
THE SUPREME COURT OF OHIO**

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INSTRUCTIONS

The Office of Disciplinary Counsel investigates allegations of unethical conduct against attorneys and judges, and allegations that an individual or entity has engaged in the unauthorized practice of law (“UPL”). Please understand that our office has no jurisdiction over and cannot involve itself in the legal merits of your case. The disciplinary process will not affect court decisions made in your case. Disciplinary Counsel cannot give legal advice.

ELECTRONIC SUBMISSION: If you are completing this form electronically using the Online Grievance Portal, you must check the box attesting that you are the person listed as the grievant in the “Your Name” portion of the form, or that you have permission from the person listed as the grievant in the “Your Name” portion of the form. When saving the form to your computer, save it as “Last name Grievance.” For instance, if your name is Lisa Smith, save the grievance form as “Smith Grievance.” Grievances that contain audio or video files, or are over 200 megabytes must be sent via US mail.

SUBMISSION BY US MAIL: If you are submitting this form via US mail, the form must be completed and signed. Unsigned grievances will be returned. You may attach additional sheets of paper, if necessary, in order to complete the “Facts of the Grievance” portion of the form. If you wish to file a grievance against more than one attorney or judge, please use one form per attorney or judge. You may make additional copies of the form and you may enclose all forms in one envelope. Please complete the form in black ink only and do **not** use pencil, write in between the lines or in the margins of the form, affix post-it notes or stickers to the form, or use staples. If you include documentation with your grievance, send copies only. **PLEASE DO NOT SEND ORIGINALS.** If additional pages are needed, please use only 8 ½ x 11” size paper. After you have legibly completed the form, please sign and date the form.

The Rules of the Supreme Court of Ohio require that investigations be confidential. You are requested to keep confidential the fact that you are filing this grievance. Only the attorney or judge against whom you are filing your grievance may waive confidentiality. In filing a grievance, you are waiving the attorney-client privilege.

The attorney or judge against whom you are filing your grievance is entitled to receive a copy of your grievance and **may** be asked to respond to your allegations. Your grievance may result in your attorney withdrawing from your case. Disciplinary Counsel cannot prevent an attorney from withdrawing from representation.

Once received, please allow up to 90 days to review and respond to your grievance. During that time, we will advise you if we dismiss your grievance or open the matter for investigation. We may or may not contact you by mail or telephone to provide additional information. We will only respond to inquiries from the person(s) who completed the form.

The Grievance Process

A grievance sent to the Disciplinary Counsel or a local bar association’s certified grievance committee will be reviewed to determine whether the grievance alleges a violation of the Ohio Rules of Professional Conduct or the Code of Judicial Conduct. If there is evidence supporting a violation, the grievance will be investigated. Our office makes every effort to ensure grievances are processed, investigated, and resolved in a timely matter. Depending on the circumstances of your grievance, it could take up to one year to investigate your grievance. Following the investigation, if substantial, credible evidence of a violation exists, a formal complaint may be filed with the Board of Professional Conduct. A three-member panel of the Board will review the complaint and determine whether probable cause exists to certify it. If the complaint is certified by the Board, a hearing may be held before a different three-member panel of the Board. The panel considers the evidence and makes a recommendation to the entire Board. The Board then makes a recommendation to the Supreme Court of Ohio. The Court has the final say on whether to discipline an attorney or judge and what sanction should be imposed. A grievance is confidential until the Board certifies it as a formal complaint. A grievance or complaint can be dismissed at any point in the process. **Please keep this page for your records.**

Grievance Form

Ms. _____ Mrs. _____ Miss. _____ Mr. _____

YOUR NAME: _____
Last First MI Phone No.

PERMANENT ADDRESS: _____
Street Email Address

City County State Zip Code

ABOUT WHOM ARE YOU COMPLAINING?

(Please check) **ATTORNEY** or **JUDGE** or **UPL**

NAME: _____
Last First MI Phone No.

ADDRESS: _____
Street

City County State Zip Code

Have you filed this grievance with any other agency or bar association? _____ Yes _____ No

If yes, provide name of that agency and date of filing: _____ date: _____

Did you receive a response?: _____ Yes _____ No **IF YES, PLEASE ATTACH A COPY**

Did this attorney represent you? _____ Yes _____ No **Type of case:** _____

Date the attorney was hired: _____ Does s/he still represent you?: _____ Yes _____ No

Did you pay the attorney a fee/retainer? _____ Yes _____ No **If yes, how much?:** _____

Did you sign a written fee agreement/contract? _____ Yes _____ No **IF YES, PLEASE ATTACH A COPY**

Has the attorney sued you for fees? _____ Yes _____ No

Have you brought civil or criminal court action against this attorney or judge? _____ Yes _____ No

If yes, provide name of court and case number _____

Result of court action: _____

Name and contact information for attorney currently representing you, if different than attorney about whom you are complaining:

Does this grievance involve a case that is still pending before a court? _____ Yes _____ No

If yes, provide name of court and case number: _____

What action or resolution are you seeking from this office? _____

WITNESSES:

List the name, address, and daytime telephone number of persons who can provide information, IF NECESSARY, in support of your grievance.

NAME

ADDRESS

PHONE NO.

FACTS OF THE GRIEVANCE

Briefly explain the facts of your grievance in chronological order, including dates and a description of the conduct committed by this legal professional. Attach copies (DO NOT SEND ORIGINALS) of any correspondence and documents that support your grievance.

[illegible]

The Rules of the Supreme Court of Ohio require that investigations be confidential. Please keep confidential the fact that you are submitting this grievance. The party against whom you are filing your grievance will receive notice of your grievance and may receive a copy of your grievance and be asked to respond to your allegations.

If submitting this grievance electronically via the Online Grievance Portal, you do **NOT** need to sign this form. However, you must check the box in the Online Grievance Portal attesting that you are the person listed as the grievant in the “Your Name” portion of this form, or that you have permission from the person listed as the grievant in the “Your Name” portion of this form before uploading the form.

If submitting this grievance by US mail, you **MUST** sign below. WE WILL **NOT** PROCESS AN UNSIGNED GRIEVANCE.

Signature (If submitting by US mail)

Date