

**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. 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 the United States 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 are 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. 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 circle) 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? \_\_\_\_\_

\_\_\_\_\_



