

The Florida Bar
651 E. Jefferson Street
Tallahassee, Florida 32399-2300
Toll Free 1-866-352-0707 (ACAP)

IMPORTANT INSTRUCTIONS

Read all instructions carefully before completing the form. **If the form is not properly completed it may be rejected or returned for correction.** You may attach up to **25 additional sheets to supplement your complaint.** If you have not already done so, you should contact the Attorney/Consumer Assistance Program (ACAP) at the above toll free number, to see if they can help resolve the matter about which you wish to complain.

Please note The Florida Bar cannot intervene on your behalf in a civil or criminal case, nor can we give you legal advice. We do not have jurisdiction to consider complaints against judges and many elected officials. Our lawyer regulation department considers whether an attorney has violated the rules of conduct and determines whether, under the totality of the circumstances, the attorney should receive some type of discipline. The level of investigation varies depending on the complexity of the allegations. If your complaint is closed, you will receive a written explanation of the reasons why. There is no right to appeal a decision not to pursue an investigation.

PART ONE - Required Information. You must give your name, address and phone number, and the name, address and phone number of the subject attorney. The address of the attorney is particularly important as many lawyers have the same or similar names. List only **one** attorney per form (you may copy this form if you need additional copies) and print in **black ink**. You can file a complaint only against individual attorneys, not against a law firm. If you have already contacted ACAP, please indicate your ACAP reference number in the space provided.

PART TWO - Facts/Allegations. Describe each thing about which you are complaining. Recite all of the details, in chronological order, supplying dates where possible. Please number any additional pages you attach. If you have letters, documents or other evidence, you should attach photocopies (**DO NOT SEND ORIGINAL DOCUMENTS**). It is helpful if you mark your attachments as exhibits (A, B, C, etc.), and refer to them in the description of your complaint. **Please be aware that simply alleging conclusions without setting out facts that support those conclusions will result in the need for the Bar to ask you for additional information and may delay the processing of your complaint.**

PART THREE - Witnesses. Your inquiry/complaint will be considered even if there are no witnesses. If you have witnesses, attach an additional sheet, listing nothing but witnesses, with the name, address and telephone number for each witness, and include a brief description of the facts about which that witness would testify. If you do not attach a list of witnesses, we will presume that you have no witnesses, other than the attorney and yourself.

PART FOUR - Signature. You must sign the form and certify under penalty of perjury that your allegations are true. Unsworn complaints are not considered.

RETURN TO THE FLORIDA BAR
ATTORNEY/CONSUMER ASSISTANCE PROGRAM (ACAP)
651 East Jefferson Street
Tallahassee, FL 32399-2300
1-866-352-0707

NOTICE

The Florida Bar is in the process of converting its disciplinary files to electronic media.

All submissions are being scanned into an electronic record and hard copies are discarded.

Please limit your initial submission to no more than 25 pages

including exhibits. If you have additional documents available, please make reference to them in your written submission as available upon request. Should Bar counsel need to obtain copies of any such documents, a subsequent request will be sent to you.

Please refrain from attaching media such as audio tapes or CD's or oversize documents

We cannot process any media that cannot be scanned into the electronic record.

Please do not submit your original documents.

All documents will be discarded after scanning.

Please do not submit confidential or privileged information

If information of this nature is important to your submission, please describe the nature of the information and indicate that it is available upon request. Bar counsel will contact you to make appropriate arrangements for the protection of any such information that is required as part of the investigation of the complaint.

Thank you for your consideration in this respect.