



# Complaint Form

VIRGINIA STATE BAR



**Mail to:**  
**VIRGINIA STATE BAR**  
**INTAKE OFFICE**  
1111 East Main Street, Suite 700  
Richmond, Virginia 23219-0026  
Telephone: (804) 775-0570

NOTE: Send in this form if you have concerns about a lawyer's conduct. Your complaint might result in discipline to the lawyer. If you are seeking other remedies against the lawyer, you may need to seek legal advice from a lawyer in private practice. Also, the bar may require your further involvement in an investigation by asking you to be interviewed by a bar investigator and/or to participate at a hearing.  
**Please do not submit original documents to the bar. Instead, please preserve all original documents until your complaint has been resolved.**

**YOUR NAME:**

\_ Mr. \_ Mrs. \_ Ms.  
\_\_\_\_\_  
*first initial last*

**YOUR ADDRESS:**

\_\_\_\_\_  
*street*  
\_\_\_\_\_  
\_\_\_\_\_  
*city state zip code*  
\_\_\_\_\_  
*email*

Daytime Telephone No.:  
 home ( ) \_\_\_\_\_  
 work ( ) \_\_\_\_\_  
Other Telephone No. and times you can be reached:  
 ( ) \_\_\_\_\_  
 ( ) \_\_\_\_\_

**LAWYER'S NAME:**

\_\_\_\_\_  
*first initial last*

**LAWYER'S ADDRESS:**

\_\_\_\_\_  
*lawyer's law firm, if known*  
\_\_\_\_\_  
*street address or P.O. Box*  
\_\_\_\_\_  
*city state zip code*

Lawyer's Telephone No.:  
( ) \_\_\_\_\_

**LAWYER'S ACTIONS COMPLAINED OF:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Continue on the back or a separate page if you need more space. Also, attach **copies** of any documents that help explain your complaint.)

**YOUR SIGNATURE:**

\_\_\_\_\_ DATE: \_\_\_\_\_

**FORM MUST BE SIGNED AND DATED**

Turn this form over for more information we need from you to analyze your complaint.

**LAWYER'S ACTIONS COMPLAINED OF (continued)**

**List the names, addresses, and phone numbers of persons who might be able to give additional information about your complaint:**

**PLEASE ANSWER THE FOLLOWING QUESTIONS:**

1. Have you or a member of your family contacted us about this lawyer before?  yes  no  
If yes, please state when you made the complaint and the outcome of that complaint. \_\_\_\_\_  
\_\_\_\_\_
  
2. Have you filed a complaint or legal action about this matter anywhere else?  yes  no  
If yes, state where and the outcome. \_\_\_\_\_  
\_\_\_\_\_
  
3. Describe your relationship to the lawyer who is the subject of your complaint by choosing from the following:  
 I am the lawyer's client  
 I am the lawyer's former client  
 I am a relative or friend of the lawyer's client  
 I am an opposing party  
 I am an opposing lawyer  
 Other  
If Other, please explain: \_\_\_\_\_
  
4. What is the nature of your legal case? When was the lawyer employed or appointed to represent you? How much money, if any, was the lawyer paid to represent you? \_\_\_\_\_  
\_\_\_\_\_
  
5. Is your concern only that you think the lawyer charged you too much?  yes  no  
If yes, you should contact the bar at (804) 775-9423 for information on fee dispute resolution.
  
6. Have you read the brochure describing the bar's attorney disciplinary process?  yes  no