



# Inquiry Form

## VIRGINIA STATE BAR



**Mail to:**  
**VIRGINIA STATE BAR**  
**INTAKE OFFICE**  
 1111 East Main Street, Suite 700  
 Richmond, Virginia 23219-3565  
 Telephone: (804) 775-0570

NOTE: Send in this form if you have concerns about a lawyer's conduct. Your inquiry 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 inquiry has been resolved.**

**YOUR NAME:**

\_ Mr. \_ Mrs. \_ Miss \_ Ms.

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

**YOUR ADDRESS:**

\_\_\_\_\_ *street*

\_\_\_\_\_

\_\_\_\_\_ *city* \_\_\_\_\_ *state* \_\_\_\_\_ *zip code*

\_\_\_\_\_ *e-mail*

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 inquiry.)*

**YOUR SIGNATURE:**

\_\_\_\_\_

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

**FORM MUST BE SIGNED AND DATED**

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

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

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

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**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 inquiry and the outcome of that inquiry. \_\_\_\_\_  
\_\_\_\_\_
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 Inquiry 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 pamphlet describing the bar's attorney disciplinary process?  yes  no