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.

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

Inquiry Form
VIRGINIA STATE BAR

YOUR NAME: _Mr. _Mrs. _Miss _Ms.
first initial last

YOUR ADDRESS:
street
city state zip code
e-mail

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 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.
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