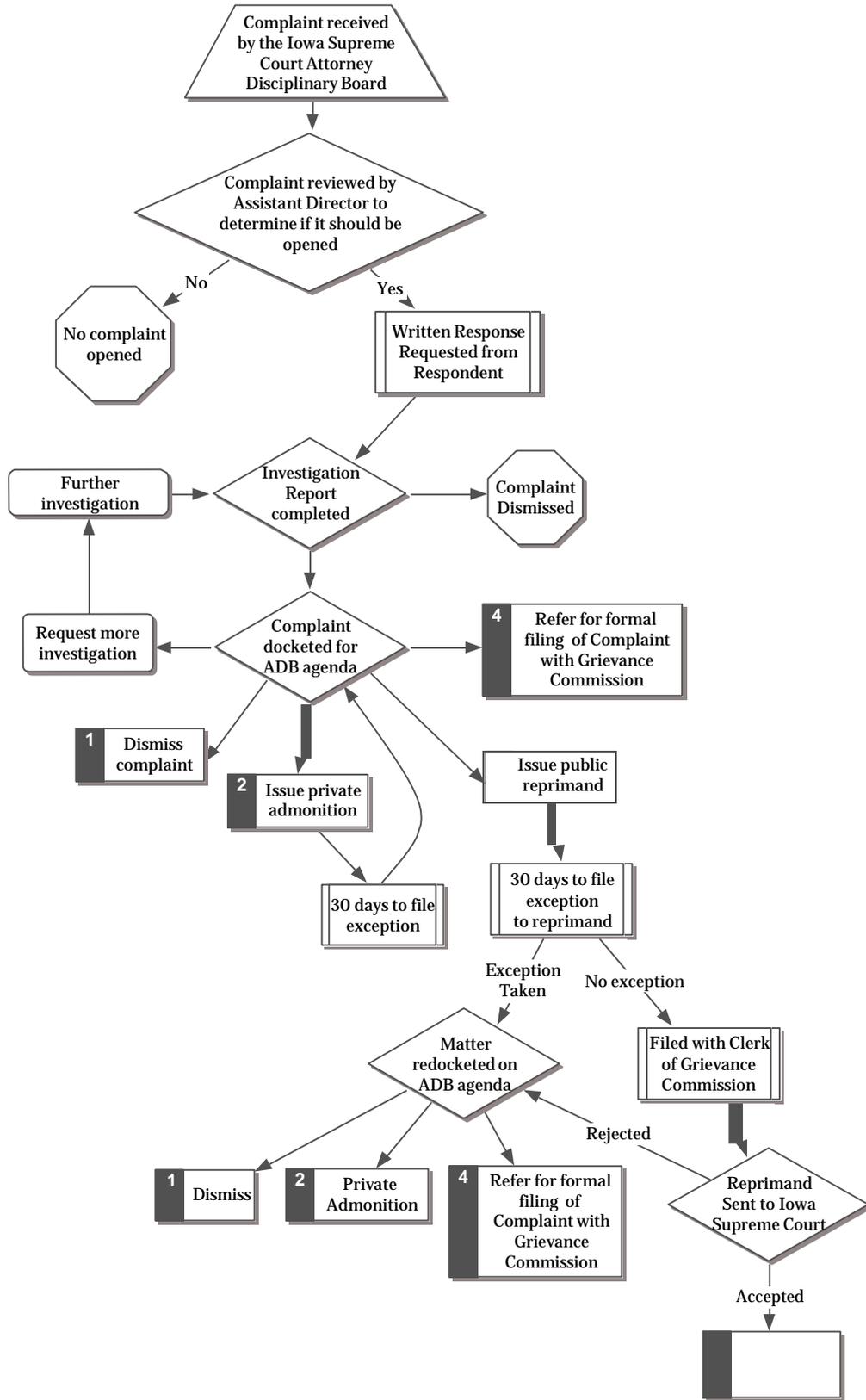


## Proposed Revisions of Chapter 35 (Disciplinary Procedure)

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# Attorney Disciplinary Board Procedure: Chapter 34



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**CHAPTER 35**

**RULES OF PROCEDURE OF THE IOWA SUPREME COURT  
ATTORNEY DISCIPLINARY BOARD**

**Rule 35.1 Complaints.** Complaints must ~~shall~~ be accepted from any person, firm, or other entity alleging that an attorney ~~a lawyer~~ has committed a disciplinary infraction. The Iowa Supreme Court Attorney Disciplinary Board may, upon its own motion, initiate any investigation or disciplinary action. The Iowa Supreme Court Attorney Disciplinary Board is hereafter referred to as the board.

*This rule substantially appeared at Iowa Court Rule 34.1.*

**Rule 35.2 Form of complaint.** Complaint forms, found in rule 35.15, must ~~shall~~ be available to the public from the board. ~~Iowa Supreme Court Attorney Disciplinary Board, the chair of the board, or the chair's designee.~~

**Complaints**

must be certified under penalty of perjury, except when filed by an officer of the court, and must ~~shall~~ include whatever exhibits the complainant desires to submit.

*This rule formerly appeared at Iowa Court Rule 34.2. It has been amended to conform an internal rule reference to the new rule numbers, and to reflect actual practice with respect to dissemination of complaint forms.*

**Rule 35.3 Filing.** Complaints must ~~shall~~ be filed, without charge, with the board. ~~Iowa Supreme Court Attorney Disciplinary Board.~~

*This rule formerly appeared at Iowa Court Rule 34.3.*

**Rule 35.4 Procedure upon receipt.**

**35.4(1)** Upon receiving a complaint, the assistant director for attorney discipline must ~~shall~~ evaluate all information coming to his or her attention from the complaint or from any other sources alleging attorney misconduct or incapacity. The assistant director is authorized ~~shall have the authority~~ to decline to open an investigation of a complaint if the information, if true, would not constitute misconduct or incapacity, or if the complaint is facially frivolous, stale, lacking in adequate factual detail, duplicative, or outside the board's jurisdiction, or does not otherwise reasonably warrant investigation. The board may adopt policies to guide the assistant director in the exercise of this authority.

**35.4(2)** The board must ~~shall~~ make a record indicating the date filed, the name and address of the complainant, the name and address of the respondent attorney, and a brief statement of the charges made. This record

1 ultimately must ~~shall~~ show the final disposition of the matter when it is  
2 completed.

3 **35.4(3)** The board must ~~shall~~ keep all files confidential, unless otherwise  
4 provided or directed in writing by the chair of the board, or the chair's  
5 designee, for disciplinary purposes or by a specific rule of the supreme court.  
6 All such files must ~~shall~~ be available for examination and reproduction, by  
7 the designated officer or agent of the Client Security Commission, pursuant to  
8 proceedings under chapter 39 of the Iowa Court Rules.

9 Any such files, except for the work product of staff counsel, investigators, or  
10 administrators of the board, must ~~shall~~ be provided to the respondent within  
11 a reasonable time upon the respondent's request. For purposes of this rule,  
12 "work product" does not include a written statement signed or otherwise  
13 adopted or approved by the person making it or a contemporaneous and  
14 substantially verbatim transcript or recording of a person's oral statement.

15 **35.4(4)** A complaint declined pursuant to this rule may ~~shall~~ not be deemed  
16 a complaint for any purpose. A complaint declined pursuant to this rule must  
17 ~~shall~~ not be docketed under rule 35.4(2), 34.4(2) and must not be ~~nor shall it~~  
18 ~~be~~ reported or disclosed by the board or the respondent to any person or  
19 authority for any reason.

20 **35.4(5)** A true copy of any complaint against a member of the grievance  
21 commission or the disciplinary board involving alleged violations of an  
22 attorney's oath of office or of the Iowa Rules of Professional Conduct and laws  
23 of the United States or state of Iowa must ~~shall~~ be promptly forwarded to the  
24 chief justice of the supreme court.

25  
26 *The first four paragraphs of this rule formerly appeared at Iowa Court Rule*  
27 *34.4. The fifth paragraph of this rule formerly appeared as the third paragraph*  
28 *in Iowa Court Rule 34.11. The rule has been amended to conform an internal*  
29 *rule reference to the new rule numbers.*

30  
31 **Rule 35.5 Notification of complainant. Board procedure.** Upon receipt of  
32 any complaint, the board must ~~shall~~ notify the complainant in writing that  
33 the complaint has been received and will be acted upon or that pursuant to  
34 rule 35.4(1) no action will be taken.

35  
36 *This rule formerly appeared at Iowa Court Rule 34.5. It has been amended to*  
37 *conform an internal rule reference to the new rule numbers, and the rule title*  
38 *has been changed to more accurately describe this step in board procedure.*

39  
40 **Rule 35.6 Notification of respondent—response.**

41 **35.6(1)** The board must ~~shall~~ forward to the respondent a copy of the  
42 complaint and copies of chapters 35 and 36 of the Iowa Court Rules.  
43 However, if the complaint is declined pursuant to rule 35.4(1), 34.4(1), the  
44 board must ~~shall~~ not notify the respondent and no response is ~~shall~~ be  
45 required.

1     **35.6(2)** The board may forward the complaint to the respondent by  
2 restricted certified mail, marked “Confidential,” to the respondent’s last  
3 address as shown by records accessible to the court or by personal service in  
4 the manner of an original notice in civil suits.

5     **35.6(3)** If service cannot be obtained pursuant to rule ~~35.6(2), 34.6(2)~~, the  
6 board may serve the complaint on the clerk of the supreme court who is  
7 appointed to receive service on behalf of attorneys ~~lawyers~~ subject to Iowa’s  
8 disciplinary authority. Iowa R. Prof’l Conduct 32:8.5 cmt. [1]. Service upon  
9 the clerk of the supreme court is deemed to be receipt of the complaint by the  
10 respondent. Simultaneously with serving a complaint on the clerk of the  
11 supreme court, the board must ~~shall~~ forward the complaint to the respondent  
12 by restricted certified mail, marked “Confidential,” to the respondent’s last  
13 address as shown by records accessible to the court, and the board must  
14 ~~shall~~ file with the clerk of the supreme court an affidavit attesting that it has  
15 done so.

16     **35.6(4)** The respondent is required to provide a written response within 20  
17 days of receipt of the complaint.

18  
19     *This rule formerly appeared at Iowa Court Rule 34.6. It has been amended to*  
20 *conform internal rule references to the new rule numbers.*

21  
22     **Rule 35.7 Failure to respond—notice—effect.**

23     **35.7(1)** *Failure to respond—separate ethical violation.* If after 20 days no  
24 response has been received, the respondent must ~~shall~~ be notified by  
25 restricted certified mail that unless a response is made within 10 days from  
26 receipt of notice, the board may file a complaint with the Grievance  
27 Commission of the Supreme Court of Iowa for failure to respond, and  
28 concerning all or any portion of the matter about which the original  
29 complaint was made. If service cannot be obtained by restricted certified  
30 mail, the board may serve the notice on the clerk of the supreme court who  
31 is appointed to receive service on behalf of attorneys subject to Iowa’s  
32 disciplinary authority. Iowa R. of Prof’l Conduct 32:8.5 cmt. [1]. Service upon  
33 the clerk of the supreme court is deemed to be receipt of the notice by the  
34 respondent.

35     **35.7(2)** *Enlargement of time to respond.* The board may grant an  
36 enlargement of time to respond under rule ~~35.6 34.6~~ or ~~35.7(1) 34.7(1)~~ for  
37 good cause shown.

38     **35.7(3)** *Failure to respond—temporary suspension.* If a response is not  
39 provided within 10 days of receipt of the notice issued pursuant to rule  
40 ~~35.7(1) 34.7(1)~~ or within the time allowed under rule ~~35.7(2), 34.7(2)~~, the  
41 board must ~~shall~~ certify the respondent’s failure to respond to the clerk of the  
42 supreme court.

43     *a.* Upon receipt of the board’s certificate, the clerk must ~~shall~~ issue a  
44 notice to the attorney that the attorney’s license to practice law will be  
45 temporarily suspended unless the attorney causes the board to file a

1 withdrawal of the certificate within 20 days of the date of issuance of the  
2 clerk's notice.

3 *b.* If the attorney responds to the complaint within the 20-day period, the  
4 board must ~~shall~~ immediately withdraw the certificate and no suspension  
5 must ~~shall~~ occur.

6 *c.* If the board has not withdrawn the certificate and the 20-day period  
7 expires, the court will ~~shall~~ enter an order temporarily suspending the  
8 attorney's license to practice law in the state of Iowa.

9 *d.* If the attorney responds to the complaint after a temporary suspension  
10 order is entered, the board must, ~~shall~~, within 5 days of receiving the  
11 response, either withdraw the certificate or file with the supreme court a  
12 report indicating that the attorney has responded, but stating cause why the  
13 attorney's license should not be reinstated and the suspension should be  
14 continued under the provisions of Iowa Ct. R. 34.14, 34.15, or 34.16 ~~35.4,~~  
15 ~~35.14, or 35.16.~~

16 *e.* If the board seeks to continue the suspension under the provisions of  
17 Iowa Ct. R. 34.14, 34.15, or 34.16 ~~35.4, 35.14, or 35.16~~, the supreme court  
18 will ~~shall~~ either reinstate the attorney or enter an appropriate order under the  
19 applicable rule.

20 *f.* If the board files a withdrawal of the certificate after temporary  
21 suspension of the attorney's license, the supreme court must ~~shall~~  
22 immediately reinstate the attorney's license to practice law if the attorney is  
23 otherwise eligible under the rules of the court.

24 *g.* During the initial 30 days of a temporary suspension under this rule,  
25 the attorney s must ~~shall~~ give the notice required by Iowa Ct. R. 34.24 ~~35.22~~  
26 to those clients whose interests may be adversely affected by the attorney's  
27 suspension.

28 *h.* When the suspension period under this rule exceeds 30 days, the  
29 attorney must ~~shall~~ comply with the requirements of Iowa Ct. R. 34.24 ~~35.23~~  
30 as to all clients.

31 *i.* An attorney whose license is suspended under the provisions of rule  
32 35.7(3)(c) ~~34.7(3)(e)~~ must ~~shall~~ pay a fee of \$100.00 as a condition precedent  
33 to reinstatement.

34  
35 *This rule formerly appeared at Iowa Court Rule 34.7. It has been amended to*  
36 *conform internal rule references to the new rule numbers.*  
37

38 **Rule 35.8 Board actions upon receipt of response.**

39 **35.8(1)** Upon receipt of a response, the board must ~~shall~~ do one of the  
40 following:

41 *a.* Dismiss the complaint, and so notify the complainant and the  
42 respondent in writing.

43 *b.* Cause the case to be docketed for consideration by the board at its next  
44 hearing-meeting.

1 c. Arrange for investigation of the complaint either by the board's counsel  
2 or a local bar association as the chair, or the chair's designee, deems  
3 appropriate.

4 (1) All investigations done by a person or entity other than the board's  
5 counsel or its in-house staff must ~~shall~~ be done in a manner as directed and  
6 under the supervision of the board.

7 (2) The results of the investigation must ~~shall~~ be forwarded to the board  
8 along with any recommendation for final action by the board.

9 **35.8(2)** The board has ~~shall have~~ subpoena power during any investigation  
10 conducted on its behalf to compel the appearance of witnesses or the  
11 production of documents before the person designated to conduct the  
12 investigation on behalf of the board.

13 **35.8(3)** The board chair, or other board member in the absence of the chair,  
14 ~~shall have~~ authority to issue a subpoena.

15 **35.8(4)** The district court for the county in which the investigation is being  
16 conducted has ~~shall have~~ jurisdiction over any objection or motion relating to  
17 a subpoena and authority to punish disobedience of a subpoena in a  
18 contempt proceeding.

19 **35.8(5)** Counsel for the board or any other person authorized to administer  
20 oaths has ~~shall have~~ authority to administer an oath or affirmation to a  
21 witness.

22  
23 *This rule formerly appeared at Iowa Court Rule 34.8.*

24  
25 **Rule 35.9 Board action upon report and recommendation of investigator.**

26 When the report and recommendation of the investigator is returned to the  
27 board, the board must ~~shall~~ do one of the following:

28 **35.9(1)** Dismiss the complaint, and so notify the complainant and the  
29 respondent.

30 **35.9(2)** Cause the case to be docketed for consideration by the board at its  
31 next hearing-meeting.

32  
33 *This rule formerly appeared at Iowa Court Rule 34.9.*

34  
35 **Rule 35.10 Prior notice of witnesses.** If any witness or party is required to  
36 give testimony before the board, such person must ~~shall~~ be given at least  
37 seven days' written notice in advance of the hearing-meeting at which the  
38 witness or party is requested to attend and testify.

39  
40 *This rule formerly appeared at Iowa Court Rule 34.10.*

41  
42 **Rule 35.11 Hearing-meetings.** Hearing-meetings must ~~shall~~ be held at least  
43 quarterly and may be held telephonically. A majority of the board ~~shall~~  
44 constitutes a quorum. The chair, or the chair's designee, must ~~shall~~ see to the  
45 preparation of a record of such meetings which ~~shall~~ becomes a part of the  
46 permanent files of the supreme court. Any evidence must be taken ~~shall be~~

1 under oath or affirmation and may be made of record. Upon completion of the  
2 consideration of any matter before the board, the members, by majority vote  
3 of those present, ~~must shall~~ do one of the following:

4 **35.11(1)** Continue the matter.

5 **35.11(2)** Dismiss the complaint and notify the complainant and the  
6 respondent.

7 **35.11(3)** Admonish the lawyer, who ~~must shall~~ be notified in writing that  
8 the lawyer has 30 days from the date of mailing thereof to file exceptions with  
9 the administrator of the board, who shall then refer the admonition to the  
10 board, which may dismiss, admonish, reprimand, or file a formal complaint  
11 with the grievance commission. In cases of admonition, the board ~~must shall~~  
12 notify the complainant of the board's opinion concerning the matter and its  
13 communication with the lawyer involved.

14 **35.11(4)** Reprimand the lawyer and file the reprimand as provided in Iowa  
15 Ct. R. ~~35.12~~ ~~35.3~~.

16 **35.11(5)** File a complaint before the Grievance Commission of the Supreme  
17 Court of Iowa and prosecute the complaint to final determination.

18  
19 *This rule formerly appeared at Iowa Court Rule 34.11. It has been amended to*  
20 *conform an internal rule reference to the new rule numbers.*

21  
22 **Rule 35.12 Reprimand.** In the event an attorney is reprimanded by the  
23 board, a copy of the reprimand ~~must shall~~ be filed with the clerk of the  
24 grievance commission who ~~must shall~~ cause a copy of the reprimand to be  
25 served on the attorney by personal service in the manner of an original notice  
26 in civil suits or by restricted certified mail, with a notice attached stating that  
27 the attorney has 30 days from the date of completed service to file exceptions  
28 to the reprimand with the clerk of the grievance commission. Service ~~is shall~~  
29 ~~be deemed~~ complete on the date of personal service or the date shown by the  
30 postal receipt of delivery of the notice to the attorney. If the attorney fails to  
31 file an exception, such failure ~~shall~~ constitutes a waiver of any further  
32 proceedings and a consent that the reprimand be final and public. In that  
33 event, the clerk of the grievance commission ~~must shall~~ cause a copy of the  
34 reprimand to be forwarded to the clerk of the supreme court, together with  
35 proof of service of the reprimand upon the attorney and a statement that no  
36 exceptions were filed within the time prescribed. The supreme court ~~will shall~~  
37 then include the reprimand in the records of the court as a public document  
38 unless the court remands the matter to the board for consideration of another  
39 disposition. In the event, however, the attorney concerned files a timely  
40 exception to the reprimand, no report of the reprimand ~~will shall~~ be made to  
41 the clerk of the supreme court and the reprimand ~~must shall~~ be stricken from  
42 the records. The board may proceed further by filing a complaint against such  
43 attorney before the grievance commission. When an exception to a reprimand  
44 has been filed, such reprimand ~~is shall~~ not be admissible in evidence in any  
45 hearing before the grievance commission.

46

1 This rule formerly appeared at Iowa Court Rule 35.3.  
2

3 **Rule 35.13 Order for mental or physical examination or treatment.**

4 **35.13(1)** *Order requiring examination or treatment.* An attorney who is  
5 licensed to practice law in the state of Iowa is, as a condition of licensure,  
6 under a duty to submit to a mental or physical examination or subsequent  
7 treatment as ordered by the Iowa Supreme Court Attorney Disciplinary  
8 Board. The board may order the examination or treatment based upon a  
9 showing of probable cause to believe the attorney is suffering from a condition  
10 that currently impairs the attorney's ability to discharge professional duties.  
11 The board may order that the examination or treatment be at the attorney's  
12 expense.

13 **35.13(2)** *Show cause hearing.* Before the board may order an attorney to  
14 submit to examination or treatment, it must ~~shall~~ schedule a hearing to  
15 permit the attorney to show cause why the order should not be entered. At  
16 least three members of the board must ~~shall~~ participate in the hearing. At the  
17 hearing, the board's staff counsel must ~~shall~~ first present evidence of  
18 probable cause supporting the need for evaluation or treatment. The attorney  
19 may then respond to the board's showing and rebut the board's claim that  
20 the evaluation or treatment is necessary. The hearing must ~~shall~~ be informal  
21 and rules of evidence must ~~shall~~ not be strictly applied. Following the  
22 hearing, the board, by majority vote, must ~~shall~~ either dismiss the matter or  
23 enter an order requiring the examination or treatment.

24 **35.13(3)** *Content of order.* The board's order for mental or physical  
25 examination or treatment must ~~shall~~ include all of the following terms:

26 a. A description of the type of examination or treatment to which the  
27 attorney must submit.

28 b. The name and address of the examiner or treatment facility that the  
29 board has identified to perform the examination or provide the treatment.

30 c. The time period in which the attorney must schedule the examination or  
31 enter treatment.

32 d. The amount of time in which the attorney is required to complete the  
33 examination or treatment.

34 e. A requirement that the attorney cause a report or reports of the  
35 examination or treatment results to be provided to the board within a  
36 specified period of time.

37 f. A requirement that the attorney communicate with the board regarding  
38 the status of the examination or treatment.

39 g. A provision allowing the attorney to request additional time to schedule  
40 or complete the examination or to request that the board approve an  
41 alternative examiner or treatment facility. The board s must, ~~shall~~, in its sole  
42 discretion, determine whether to grant such a request.

43 **35.13(4)** *Review.* An attorney who disagrees with the board's order may  
44 seek review from the supreme court. The attorney may do so by filing nine  
45 copies of a petition for review with the clerk of the supreme court and serving  
46 one copy of the petition on the board within seven days after receipt of the

1 board's order. The board may file nine copies and serve one copy of a  
2 response to the petition within seven days after service of the petition. The  
3 matter ~~will shall~~ be promptly set for hearing before one or more justices of the  
4 supreme court. The board's order is stayed upon the filing of the petition for  
5 review.

6 **35.13(5) Hearing.** At the hearing on the petition, the board ~~must shall~~  
7 present evidence of probable cause supporting its order and the necessity for  
8 the evaluation or treatment. The attorney may then respond to the board's  
9 showing and rebut the board's claim that the evaluation or treatment is  
10 necessary. The hearing ~~will shall~~ be informal and rules of evidence ~~will shall~~  
11 not be strictly applied. Following the hearing, the court may affirm, vacate, or  
12 modify the board's order or may enter such order as the circumstances  
13 warrant.

14 **35.13(6) Failure to submit.** The failure of an attorney to submit to the  
15 evaluation or treatment ordered by the board under this rule may be grounds  
16 for discipline through the normal disciplinary process.

17 **35.13(7) "Condition."** For purposes of this rule, "condition" means any  
18 physiological, mental or psychological condition, impairment or disorder,  
19 including drug or alcohol addiction or abuse.

20 **35.13(8) Confidentiality.** All records, papers, proceedings, meetings, and  
21 hearings filed or conducted under this rule ~~are shall be~~ confidential, unless  
22 otherwise ordered by the supreme court.

23  
24 *This rule formerly appeared at Iowa Court Rule 34.12.*

25  
26 **Rule 35.14 Deferral of further proceedings.**

27 **35.14(1) Deferral.** With the agreement of the board's administrator and the  
28 attorney, the board may determine to defer further proceedings pending the  
29 attorney's compliance with conditions imposed by the board for supervision of  
30 the attorney for a specified period of time not to exceed one year unless  
31 extended by the board prior to the conclusion of the specified period.  
32 Proceedings may not be deferred under any of the following circumstances:

33 a. The conduct under investigation involves misappropriation of funds or  
34 property of a client or a third party.

35 b. The conduct under investigation involves a criminal act that reflects  
36 adversely on the attorney's honesty, trustworthiness, or fitness as a lawyer in  
37 other respects.

38 c. The conduct under investigation resulted in or is likely to result in  
39 actual prejudice (loss of money, legal rights or valuable property rights) to a  
40 client or other person, unless restitution is made a condition of deferral.

41 d. The attorney has previously been disciplined or has been placed under  
42 supervision as provided in this rule.

43 e. The attorney has failed to respond to the board's notices of complaint  
44 concerning the conduct under investigation.

1       **35.14(2) Conditions.** In imposing such conditions, the board must ~~shall~~  
2 take into consideration the nature and circumstances of the conduct under  
3 investigation by the board and the history, character and condition of the  
4 attorney. The conditions may include, but are not limited to, the following:

5       a. Periodic reports to the diversion coordinator and the board's  
6 administrator.

7       b. Supervision of the attorney's practice or accounting procedures.

8       c. Satisfactory completion of a course of study.

9       d. Successful completion of the Multistate Professional Responsibility  
10 Examination.

11       e. Compliance with the provisions of the Iowa Rules of Professional  
12 Conduct.

13       f. Restitution.

14       g. Psychological counseling or treatment.

15       h. Substance abuse or addiction counseling or treatment.

16       i. Abstinence from alcohol or drugs.

17       j. Cooperation with the Iowa Lawyers Assistance Program.

18       k. Fee arbitration.

19       **35.14(3) Affidavit.** Prior to the board's deferral of further proceedings, the  
20 attorney must ~~shall~~ execute an affidavit setting forth all of the following:

21       a. An admission by the attorney of the conduct under investigation by  
22 the board.

23       b. The conditions to be imposed by the board for supervision of the  
24 attorney, including the period of supervision.

25       c. The attorney's agreement to the conditions to be imposed.

26       d. An acknowledgement that the attorney understands that, should the  
27 attorney fail to comply with the conditions imposed by the board, a formal  
28 complaint may be filed with the grievance commission, both for the matters  
29 raised in the original complaint to the board and for the attorney's failure to  
30 cooperate with the conditions of supervision.

31       e. A statement that, if the attorney fails to cooperate with the conditions of  
32 supervision, the admissions by the attorney with respect to the attorney's  
33 conduct may be introduced as evidence in any subsequent proceedings before  
34 the grievance commission.

35       f. An acknowledgement that the attorney joins in the board's deferral  
36 determination freely and voluntarily and understands the nature and  
37 consequences of the board's action.

38       **35.14(4) Supervision.** The diversion coordinator is ~~shall be~~ responsible for  
39 supervising the attorney's compliance with the conditions imposed by the  
40 board. Where appropriate, the diversion coordinator may recommend to the  
41 board modifications of the conditions and must ~~shall~~ report to the board the  
42 attorney's failure to comply with the conditions or to cooperate with the  
43 diversion coordinator.

44       **35.14(5) Compliance.** Upon the attorney's successful compliance with the  
45 conditions imposed by the board, the board must ~~shall~~ dismiss or close the  
46 investigations pending before it at the time it determined to defer further

1 proceedings. The attorney will not be considered to have been disciplined, but  
2 the attorney's admission of misconduct may be considered in imposing  
3 sanctions in a subsequent disciplinary matter not arising out of the same  
4 conduct.

5  
6 *This rule formerly appeared at Iowa Court Rule 34.13.*

7 **Rule 35.15 Forms.**  
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1 **Rule 35.15 — Form 1: Iowa Supreme Court Attorney Disciplinary**  
2 **Board**  
3 **Complaint Form.**

3 *This rule and form formerly appeared at Iowa Court Rule 34.23.*  
4

THE IOWA SUPREME COURT ATTORNEY DISCIPLINARY  
BOARD  
Complaint  
Form

(Complete a separate form for each attorney about whom you  
are complaining.)

1. Your name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_

Telephone: Home \_\_\_\_\_; Cell \_\_\_\_\_; Business \_\_\_\_\_

\_\_\_\_\_

2. Name of attorney about whom you are complaining: \_\_\_\_\_

Street Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

\_\_\_\_\_

3. Did you hire the attorney (yes or no)? \_\_\_\_\_ If yes, when did you hire the attorney?

\_\_\_\_\_

If no, what is your connection to the attorney? \_\_\_\_\_

\_\_\_\_\_

4. If your complaint is about a lawsuit or court case, answer the following:

a. Name of court (examples: Iowa District Court for Polk County; United States District Court for Northern District of Iowa) \_\_\_\_\_

\_\_\_\_\_

b. Case title (examples: Smith vs. Jones; State vs. Doe) \_\_\_\_\_

c. Case no. \_\_\_\_\_

5. Type or write neatly on one or more separate sheets of paper a detailed factual statement of what the attorney did or did not do. Return the sheet(s) with this form. Write on only one side of the complaint form and the additional sheets of paper. Please attach copies of documents that prove or help to explain your complaint, such as fee agreements, letters, checks, receipts, itemized billings, and court papers. Send only copies, not original documents, as we are not able to return your documents to you.

In filing this complaint, you are waiving confidentiality and attorney-client privileges, in any, between you and the attorney named above. This waiver allows the Agency to disclose your confidential information to the extent reasonably necessary to respond to the complaint.

I certify under penalty of perjury and pursuant to the laws of the State of Iowa that the allegations in the complaint are true and correct.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Send the completed form to: Iowa Supreme Court Attorney Disciplinary Board  
Judicial Branch  
Building 111 East  
Court Avenue Des  
Moreside 50319

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Telephone: (515

Reprimand issued by the