



## ACADEMY GRIEVANCE FORM

### I. INFORMATION ABOUT YOU — PLEASE KEEP CURRENT

1. Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_

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

2. Telephone numbers: Residence \_\_\_\_\_ Work: \_\_\_\_\_

Cell: \_\_\_\_\_

3. Name, address, and telephone number of person who can always reach you.

Name \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_ Telephone \_\_\_\_\_

4. Do you understand and write in the English language? Yes or No (circle)

If No, what is your primary language? \_\_\_\_\_

Who helped you prepare this form? \_\_\_\_\_

Will they be available to translate future correspondence during this process? Yes or No (*circle*)

5. Are you an attorney or member of the judiciary? Yes or No (*circle*)

If yes, please provide Title, County, City, State: \_\_\_\_\_

### II. INFORMATION ABOUT ATTORNEY

**Note:** Grievances are not accepted against the Academy, member affiliated law firms or adoption agencies. You must specifically name the Academy member against whom you are filing a Grievance. A separate grievance form must be completed for each attorney against whom you are alleging Misconduct.

1. Attorney name: \_\_\_\_\_

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

2. Have you or a member of your family filed a grievance about this attorney previously? Yes or No (*circle*) If “yes”, please state its approximate date and outcome. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Please check one (1) of the following:

This attorney was **hired** to represent me.

This attorney was hired to represent **someone else**.



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4. Please give the date this attorney was hired and what he or she the attorney was hired to do.

\_\_\_\_\_

5. What was your fee arrangement with this attorney?

\_\_\_\_\_

**If you signed a contract or retainer agreement and have a copy, please attach.  
(Do not send originals)**

6. If you did not hire this attorney, what is your connection with the attorney? Explain briefly.

\_\_\_\_\_

7. Are you currently represented by this attorney? \_\_\_\_\_

8. Are you currently represented by another attorney? \_\_\_\_\_

If yes, please provide information about your current attorney: \_\_\_\_\_

\_\_\_\_\_

### III. INFORMATION ABOUT YOUR GRIEVANCE

1. Where did the activity you are complaining about occur?

State: \_\_\_\_\_ County: \_\_\_\_\_ City: \_\_\_\_\_

2. If your grievance is about a lawsuit, answer the following, if known:

a. Name of court \_\_\_\_\_

b. Title of the suit \_\_\_\_\_

c. Case number and date suit was filed \_\_\_\_\_

d. If you are not a party to this suit, what is your connection with it? Explain briefly.

\_\_\_\_\_

**If you have copies of court documents, please attach.  
(Do not send originals)**

3. Explain in detail why you think this attorney has done something that is improper or failed to do something which should have been done. Please review the definition of "Misconduct" on the instruction sheet prior to completing this section of the form. You must identify one or more grounds of "Misconduct" in your explanation. Feel free to attached additional explanation sheets, if necessary.

**If you have copies of letters or other documents you believe are relevant to your grievance, please attach.  
(Do not send originals)**

