

**DISCIPLINARY COUNSEL/CERTIFIED GRIEVANCE COMMITTEE
FIRST QUARTER CASE STATUS REPORT
(due on or before April 15)**

Name of Certified Grievance Committee: _____

I. Quarterly status of complaint/grievance files. Do not include grievances referred to the Office of Disciplinary Counsel.

- A. 1. ___ Miscellaneous grievances received and resolved or dismissed at intake after an initial review this quarter (i.e., not requiring a written response or investigation).
Do not include in Section II below.
2. ___ Grievances referred by certified grievance committee to ADR committee established under Gov. Bar R. V.
- B. 1. ___ Open grievances under 60 days old and still under investigation.
2. ___ Open grievances between 60 days and 270 days old and still under investigation.
3. ___ Open grievances pending that are over 270 days old.
- C. 1. ___ Formal complaints filed and pending before the Board of Professional Conduct.
2. ___ Cases pending before the Supreme Court of Ohio.
- D. 1. ___ Cases in which the certified grievance committee is supervising an attorney on probation.
2. ___ Cases (active) in which the certified grievance committee appointed attorney to inventory files [Gov. Bar R. V, Section 26].
- E. 1. ___ Grievance files pending that were still under investigation at close of last quarter. Use the number listed in E(4) from last quarter's report.
2. ___ Grievance files **opened** for investigation this quarter.
3. ___ Grievance files **closed** (grievance dismissed or formal complaint filed) during this quarter. **Do not list matters listed in A(1) and (2) above.**
4. ___ Grievance files pending at the end of this quarter.

II. Using the complaint categories below, please characterize the alleged violations of new grievances received at intake and reported in E.2 above. If a grievance contains more than one issue, it should be counted in all applicable categories. Please use numbers and not "X".

- | | |
|---|---|
| 1. ___ Diligence/failure to protect client's interest | 13. ___ Breach of client confidence |
| 2. ___ Failure to account for/turn over file | 14. ___ Conflict with lawyer's interest |
| 3. ___ Improper withdrawal/refusal to withdraw | 15. ___ Conflict with client's interest |
| 4. ___ Excessive fee | 16. ___ Communication with adverse party represented by counsel |
| 5. ___ Personal misconduct | 17. ___ Trial misconduct |
| 6. ___ Misrepresentation/false statement/concealment | 18. ___ Failure to register |
| 7. ___ Criminal conviction | 19. ___ Practicing while under suspension |
| 8. ___ Failure to file income tax returns | 20. ___ Assisting UPL |
| 9. ___ Commingling of funds | 21. ___ Advertising/solicitation |
| 10. ___ Conversion | 22. ___ Judicial misconduct |
| 11. ___ Embezzlement | 23. ___ Mental illness |
| 12. ___ Failure to maintain funds in trust | 24. ___ Substance Abuse |
| | 25. ___ Other _____ |

NOTE: If there has been a change in the chair of this committee, please forward this form to such person and report the name and address of your successor so that our records may be corrected.

Submitted: _____
Committee Chair

Date

File via email only at BOCfilings@bpc.ohio.gov.

**DISCIPLINARY COUNSEL/CERTIFIED GRIEVANCE COMMITTEE
SECOND QUARTER CASE STATUS REPORT
(due on or before July 15)**

Name of Certified Grievance Committee: _____

I. Quarterly status of complaint/grievance files. Do not include grievances referred to the Office of Disciplinary Counsel.

- A. 1. ____ Miscellaneous grievances received and resolved or dismissed at intake after an initial review this quarter (i.e., not requiring a written response or investigation).
Do not include in Section II below.
2. ____ Grievances referred by certified grievance committee to ADR committee established under Gov. Bar R. V.
- B. 1. ____ Open grievances under 60 days old and still under investigation.
2. ____ Open grievances between 60 days and 270 days old and still under investigation.
3. ____ Open grievances pending that are over 270 days old.
- C. 1. ____ Formal complaints filed and pending before the Board of Professional Conduct.
2. ____ Cases pending before the Supreme Court of Ohio.
- D. 1. ____ Cases in which the certified grievance committee is supervising an attorney on probation.
2. ____ Cases (active) in which the certified grievance committee appointed attorney to inventory files [Gov. Bar R. V, Section 26].
- E. 1. ____ Grievance files pending that were still under investigation at close of last quarter. Use the number listed in E(4) from last quarter's report.
2. ____ Grievance files **opened** for investigation this quarter.
3. ____ Grievance files **closed** (grievance dismissed or formal complaint filed) during this quarter. **Do not list matters listed in A(1) and (2) above.**
4. ____ Grievance files pending at the end of this quarter.

II. Using the complaint categories below, please characterize the alleged violations of new grievances received at intake and reported in E.2 above. If a grievance contains more than one issue, it should be counted in all applicable categories.

- | | |
|---|---|
| 1. ___ Diligence/failure to protect client's interest | 13. ___ Breach of client confidence |
| 2. ___ Failure to account for/turn over file | 14. ___ Conflict with lawyer's interest |
| 3. ___ Improper withdrawal/refusal to withdraw | 15. ___ Conflict with client's interest |
| 4. ___ Excessive fee | 16. ___ Communication with adverse party represented by counsel |
| 5. ___ Personal misconduct | 17. ___ Trial misconduct |
| 6. ___ Misrepresentation/false statement/concealment | 18. ___ Failure to register |
| 7. ___ Criminal conviction | 19. ___ Practicing while under suspension |
| 8. ___ Failure to file income tax returns | 20. ___ Assisting UPL |
| 9. ___ Commingling of funds | 21. ___ Advertising/solicitation |
| 10. ___ Conversion | 22. ___ Judicial misconduct |
| 11. ___ Embezzlement | 23. ___ Mental illness |
| 12. ___ Failure to maintain funds in trust | 24. ___ Substance Abuse |
| | 25. ___ Other _____ |

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Submitted: _____
Committee Chair

Date

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**DISCIPLINARY COUNSEL/CERTIFIED GRIEVANCE COMMITTEE
THIRD QUARTER CASE STATUS REPORT
(due on or before October 15)**

Name of Certified Grievance Committee: _____

I. Quarterly status of complaint/grievance files. Do not include grievances referred to the Office of Disciplinary Counsel.

- A. 1. ___ Miscellaneous grievances received and resolved or dismissed at intake after an initial review this quarter (i.e., not requiring a written response or investigation).
Do not include in Section II below.
2. ___ Grievances referred by certified grievance committee to ADR committee established under Gov. Bar R. V.
- B. 1. ___ Open grievances under 60 days old and still under investigation.
2. ___ Open grievances between 60 days and 270 days old and still under investigation.
3. ___ Open grievances pending that are over 270 days old.
- C. 1. ___ Formal complaints filed and pending before the Board of Professional Conduct.
2. ___ Cases pending before the Supreme Court of Ohio.
- D. 1. ___ Cases in which the certified grievance committee is supervising an attorney on probation.
2. ___ Cases (active) in which the certified grievance committee appointed attorney to inventory files [Gov. Bar R. V, Section 26].
- E. 1. ___ Grievance files pending that were still under investigation at close of last quarter. Use the number listed in E(4) from last quarter's report.
2. ___ Grievance files **opened** for investigation this quarter.
3. ___ Grievance files **closed** (grievance dismissed or formal complaint filed) during this quarter. **Do not list matters listed in A(1) and (2) above.**
4. ___ Grievance files pending at the end of this quarter.

II. Using the complaint categories below, please characterize the alleged violations of new grievances received at intake and reported in E.2 above. If a grievance contains more than one issue, it should be counted in all applicable categories.

- | | |
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| 1. ___ Diligence/failure to protect client's interest | 13. ___ Breach of client confidence |
| 2. ___ Failure to account for/turn over file | 14. ___ Conflict with lawyer's interest |
| 3. ___ Improper withdrawal/refusal to withdraw | 15. ___ Conflict with client's interest |
| 4. ___ Excessive fee | 16. ___ Communication with adverse party represented by counsel |
| 5. ___ Personal misconduct | 17. ___ Trial misconduct |
| 6. ___ Misrepresentation/false statement/concealment | 18. ___ Failure to register |
| 7. ___ Criminal conviction | 19. ___ Practicing while under suspension |
| 8. ___ Failure to file income tax returns | 20. ___ Assisting UPL |
| 9. ___ Commingling of funds | 21. ___ Advertising/solicitation |
| 10. ___ Conversion | 22. ___ Judicial misconduct |
| 11. ___ Embezzlement | 23. ___ Mental illness |
| 12. ___ Failure to maintain funds in trust | 24. ___ Substance Abuse |
| | 25. ___ Other _____ |

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Submitted: _____
Committee Chair

Date

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**DISCIPLINARY COUNSEL/CERTIFIED GRIEVANCE COMMITTEE
FOURTH QUARTER CASE STATUS REPORT
(due on or before January 15)**

Name of Certified Grievance Committee: _____

- I. Quarterly status of complaint/grievance files. Do not include grievances referred to the Office of Disciplinary Counsel.
- A. 1. ___ Miscellaneous grievances received and resolved or dismissed at intake after an initial review this quarter (i.e., not requiring a written response or investigation).
Do not include in Section II below.
2. ___ Grievances referred by certified grievance committee to ADR committee established under Gov. Bar R. V.
- B. 1. ___ Open grievances under 60 days old and still under investigation.
2. ___ Open grievances between 60 days and 270 days old and still under investigation.
3. ___ Open grievances pending that are over 270 days old.
- C. 1. ___ Formal complaints filed and pending before the Board of Professional Conduct.
2. ___ Cases pending before the Supreme Court of Ohio.
- D. 1. ___ Cases in which the certified grievance committee is supervising an attorney on probation.
2. ___ Cases (active) in which the certified grievance committee appointed attorney to inventory files [Gov. Bar R. V, Section 26].
- E. 1. ___ Grievance files pending that were still under investigation at close of last quarter. Use the number listed in E(4) from last quarter's report.
2. ___ Grievance files **opened** for investigation this quarter.
3. ___ Grievance files **closed** (grievance dismissed or formal complaint filed) during this quarter. **Do not list matters listed in A(1) and (2) above.**
4. ___ Grievance files pending at the end of this quarter.

II. Using the complaint categories below, please characterize the alleged violations of new grievances received at intake and reported in E.2 above. If a grievance contains more than one issue, it should be counted in all applicable categories.

- | | |
|---|---|
| 1. ___ Diligence/failure to protect client's interest | 13. ___ Breach of client confidence |
| 2. ___ Failure to account for/turn over file | 14. ___ Conflict with lawyer's interest |
| 3. ___ Improper withdrawal/refusal to withdraw | 15. ___ Conflict with client's interest |
| 4. ___ Excessive fee | 16. ___ Communication with adverse party represented by counsel |
| 5. ___ Personal misconduct | 17. ___ Trial misconduct |
| 6. ___ Misrepresentation/false statement/concealment | 18. ___ Failure to register |
| 7. ___ Criminal conviction | 19. ___ Practicing while under suspension |
| 8. ___ Failure to file income tax returns | 20. ___ Assisting UPL |
| 9. ___ Commingling of funds | 21. ___ Advertising/solicitation |
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| 11. ___ Embezzlement | 23. ___ Mental illness |
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Committee Chair

Date

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