

**ANNUAL REPORTING CALENDAR FOR DISCIPLINARY COUNSEL
AND CERTIFIED GRIEVANCE COMMITTEES**

The following is a summary of the dates by which the Office of Disciplinary Counsel (ODC) and certified grievance committees (CGC) must file reports and reimbursement requests with the Board of Professional Conduct pursuant to Gov. Bar R. V.

| Reporting Date: | Required Filing: |
|------------------------|---|
| January 15 | ODC and CGC file 4 th quarter grievance report (for October–December of preceding year) [Gov. Bar R. V, Section 5(D)(1)(i)] |
| February 1 | CGCs file annual indirect expense reimbursement requests, including 4 th quarter indirect expenses (for October–December of preceding year) [Gov. Bar R. V, Section 7(C)(2)] |
| March 1 | CGC file annual report that includes (1) activity in the preceding year, (2) a committee roster [including the tenure and terms of individual members], (3) evidence of bar counsel’s compliance with annual education requirements, and (4) other information required by the Board [Gov. Bar R. V, Section 5(E)(1)] |
| April 15 | ODC and CGC file 1 st quarter grievance report (for January-March of current year) [Gov. Bar R. V, Section 5(D)(1)(i)] |
| May 1 | CGCs file 1 st quarter indirect expense reimbursement requests (for January-March of current year) [Gov. Bar R. V, Section 7(C)(3)] |
| July 15 | ODC and CGC file 2 nd quarter grievance report (for April-June of current year) [Gov. Bar R. V, Section 5(D)(1)(i)] |
| August 1 | CGCs file 2 nd quarter indirect expense reimbursement requests (for April-June of current year) [Gov. Bar R. V, Section 7(C)(3)] |
| October 15 | ODC and CGC file 3 rd quarter grievance report (for July-September of current year) [Gov. Bar R. V, Section 5(D)(1)(i)] |
| November 1 | CGCs file 3 rd quarter indirect expense reimbursement requests (for July-September of current year) [Gov. Bar R. V, Section 7(C)(3)] |