



Inquiry Form

VIRGINIA STATE BAR



Mail to:
VIRGINIA STATE BAR
INTAKE OFFICE
707 East Main St., Suite 1500
Richmond, VA 23219-2800
Telephone: (804) 775-0570

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.

YOUR NAME:

_ Mr. _ Mrs. _ Miss _ Ms.

_____ *first* _____ *initial* _____ *last*

YOUR ADDRESS:

_____ *street*

_____ *city* _____ *state* _____ *zip code*

_____ *e-mail*

Daytime Telephone No.:

home () _____

work () _____

Other Telephone No. and times you can be reached:

() _____

() _____

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 Telephone No.:

() _____

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.

LAWYER'S ACTIONS COMPLAINED OF (continued)

List the names, addresses, and phone numbers of persons who might be able to give additional information about your inquiry:

PLEASE ANSWER THE FOLLOWING QUESTIONS:

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