

**LETTER TO COMPLAINANT WHERE LOCAL GRIEVANCE ALLEGES FEE  
DISPUTE ONLY**

John Smith  
Anywhere, N.C.

Re: Your complaint against Jane Doe

Dear Mr. Smith:

The district grievance committee has received your complaint against the above-listed attorney. Based upon our initial review of the materials which you submitted, it appears that your complaint involves a fee dispute. Accordingly, I would like to take this opportunity to notify you of the North Carolina State Bar Fee Dispute Resolution Program. The program is designed to provide citizens with a means of resolving disputes over attorney fees at no cost to them and without going to court. A pamphlet which describes the program in greater detail is enclosed, along with an application form.

If you would like to participate in the fee dispute resolution program, please complete and return the form to me within 20 days of the date of this letter. If you decide to participate, no grievance file will be opened and the district bar grievance committee will take no other action against the attorney.

If you do not wish to participate in the fee dispute resolution program, you may elect to have your complaint investigated by the district grievance committee. If we do not hear from you within 20 days of the date of this letter, we will assume that you do not wish to participate in fee dispute resolution, and we will handle your complaint like any other grievance. However, the district grievance committee has no authority to attempt to resolve a fee dispute between an attorney and his or her client. Its sole function is to investigate your complaint and make a recommendation to the North Carolina State Bar regarding whether there is probable cause to believe that the attorney has violated one or more provisions of the Rules of Professional Conduct which govern attorneys in this state.

Thank you for your cooperation.

Sincerely yours,

Chairperson  
District Bar Grievance Committee

cc: **PERSONAL & CONFIDENTIAL**  
Director of Investigations,  
The N.C. State Bar

*History Note: Authority G.S. 84-23;  
Readopted Eff. December 8, 1994;  
Amended Eff. August 23, 2007.*