27 NCAC 01B .0215 LETTER TO COMPLAINANT FROM INVESTIGATING ATTORNEY

John Smith
Anywhere, N.C.

Re: Your complaint against Jane Doe
Our File No. []

Dear Mr. Smith:

I am the member of the [] district grievance committee assigned to investigate your grievance against [respondent attorney]. It is part of my job to ensure that you have had a chance to explain your complaint and that the [] district grievance committee has copies of all of the documents which you believe relate to your complaint.

If you have other information or materials which you would like the [] district grievance committee to consider, or if you would like to discuss this matter, please contact me as soon as possible.

If you have already fully explained your complaint, you do not need to take any additional action regarding your grievance. The [] district grievance committee will notify you in writing when its investigation is complete. At that time, the matter will be forwarded to the North Carolina State Bar Grievance Committee in Raleigh for its final decision. You will be notified in writing of the North Carolina State Bar's decision.

Thank you very much for your cooperation.

Sincerely yours,

[] Investigating Member
[] District Grievance Committee

cc: PERSONAL AND CONFIDENTIAL
Chairperson, [] District Grievance Committee

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