27 NCAC 01B .0216 LETTER OF NOTICE TO RESPONDENT ATTORNEY

Ms. Jane Doe

Anywhere, N.C.
Re: Grievance of John Smith Our File No. []
Dear Ms. Doe:
Enclosed you will find a copy of a grievance which has been filed against you by [complainant] and which was received in my office on [date]. As chairperson of the [] district grievance committee, I have asked [investigating attorney], a member of the committee, to investigate this grievance.
Please file a written response with [investigating attorney] within 15 days from receipt of this letter. Your response should provide a full and fair disclosure of all of the facts and circumstances relating to the matters set out in the grievance.
Thank you.
Sincerely yours,
[] Chairperson [] District Grievance Committee
cc: PERSONAL AND CONFIDENTIAL [] Investigating member [] District Grievance Committee
PERSONAL AND CONFIDENTIAL Director of Investigations N.C. State Bar
PERSONAL AND CONFIDENTIAL [] Complainant
History Note: Authority G.S. 84-23;

Readopted Eff. December 8, 1994.