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.