

[DATE]

CONFIDENTIAL

Re: Respondent/Complainant
Disciplinary Docket No.
Please respond by:

Dear Mr./Ms.:

The enclosed material contains allegations about your conduct which require Disciplinary Counsel to obtain information pursuant to D.C. Bar Rule XI, § 8.

This inquiry is routine under the policy of the Board on Professional Responsibility and follows the disciplinary standards recommended by the American Bar Association. It may be based on a complaint which is neither signed nor corroborated, a media or other report, or information that has otherwise come to the attention of Disciplinary Counsel.

Disciplinary Counsel's decision to investigate this complaint is based upon D.C. Bar Rule XI, § 6(a)(2), which provides:

Disciplinary Counsel shall have the power and duty . . . [t]o investigate all matters involving alleged misconduct by an attorney subject to the disciplinary jurisdiction of this Court which may come to the attention of Disciplinary Counsel or the Board from any source whatsoever, where the apparent facts, if true, may warrant discipline. Except in matters requiring dismissal because the complaint is clearly unfounded on its face or falls outside the disciplinary jurisdiction of the Court, no dispositions shall be recommended or undertaken by Disciplinary Counsel until the accused attorney shall have been afforded an opportunity to respond to the allegations.

At this stage, Disciplinary Counsel has not taken any position regarding the validity of the allegations.

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Please provide a substantive, written response **in duplicate** to each allegation of misconduct on or before _____, **2015**, so that we can make an appropriate disposition as soon as possible. If you have a question, please contact the undersigned at (202) 638-1501. Please use the above disciplinary docket number in all correspondence with this office.

This matter is confidential at this stage except for necessary disclosures in the course of our investigation. A necessary disclosure includes sending a copy of your response to the complainant for comment. You, however, have the right to make the information public, and of course, consult with counsel.

Please be aware that the District of Columbia Court of Appeals has approved discipline based in part on a violation of Rule 8.4(d) of the D.C. Rules of Professional Conduct (conduct that seriously interferes with the administration of justice) where the attorney failed to comply with Disciplinary Counsel's request for information. Moreover, your cooperation will contribute to the resolution of this matter in a manner which safeguards the rights of the public and protects attorneys from unfounded complaints.

We have enclosed information regarding the District of Columbia Bar's Office of Regulation Counsel, which endeavors to assist attorneys with practice and personal-related issues. If you believe that you could benefit from the Bar's programs, they are available to you, separate and apart from this office's investigation.

Sincerely yours,

[NAME]

Assistant Disciplinary Counsel

Enclosures: Complaint Received and DC Bar Regulation Counsel Information

XXX:xxx