

**OFFICE OF THE
DISCIPLINARY ADMINISTRATOR
701 SW Jackson Street, First Floor
Topeka, Kansas 66603-3729
Telephone: (785) 435-8200 Fax: (785) 783-8385**

COMPLAINT FORM

Requirements. A complaint must be in writing, contain the complainant's name and address, and be signed by the complainant. Each complaint must be against only one attorney. If you wish to file a complaint against more than one attorney, fully complete separate complaint forms for each attorney. Each applicable question must be completed in detail.

Fee Disputes. Please be advised that we do not settle fee disputes. Currently, there are three fee dispute committees which assist attorneys and clients in resolving fee disputes which arise only in their respective locations. **There is no state-wide fee dispute committee.**

- Johnson Co. Fee Dispute Comm. (913) 780-5460 (Johnson Co. bar members only)
- KC Metropolitan Bar Assoc. (816) 474-4322 (Johnson Co. or Wyandotte Co.)
- Sedgwick County Fee Dispute Committee (316) 263-2251 (Sedgwick Co. only)

Procedure. After the materials are received by the Office of the Disciplinary Administrator, an attorney will be assigned to review the documents and supervise the investigation of the complaint. You will be kept informed when action occurs regarding your complaint.

Who is filing the complaint?

Your Full Name: _____

Your Address: _____

City, State, Zip: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Fax No.: _____

E-mail Address: _____

Who are you complaining about?

Attorney's Full Name: _____

Attorney's Address: _____

City, State, Zip: _____

Work Phone: _____ Cell Phone: _____

E-mail Address: _____

Did you hire the attorney?

Did you hire the attorney? Yes _____ No _____ If no, go to page 3.

If yes, when did you hire the attorney? _____

What did you hire the attorney to do?

How did you choose the attorney?

When did you first meet with the attorney? _____

Was there a written fee agreement? Yes _____ No _____

If there was no written fee agreement, what was your understanding of what you were to pay the attorney?

How much did you pay the attorney in total for attorney fees, expenses, and courts costs?

*****Please attach a copy of the fee agreement or engagement letter as well as a copy of all receipts, cancelled checks, and other proof of payment to the attorney.*****

When was the last time you met with or heard from the attorney?

Did someone else hire the attorney?

If you did not hire the attorney, explain your connection with the attorney.

Does your complaint involve a civil or criminal case?

Does your complaint involve a civil or criminal case? Yes _____ No _____

If yes, what is the name of the court? For example: the District Court of Shawnee County, Kansas or the Municipal Court of Topeka, Kansas.

What is the title of the case? For example: *Jane Smith v. John Doe* or *State v. John Doe*.

What is the case number? _____

Approximately when was the case filed? _____

What has happened so far in the case?

If you are not a party to the lawsuit or the defendant in the criminal case, explain your connection with it.
