

VI. Verification of Grievance History

Appendix E: Letter to be Sent to Local / State Bar or Grievance Committee

*The below instructions are also provided in the application

A component of the application for recertification requires that you must request a report on your grievance history from the state/local bar or grievance committee of **ALL** jurisdictions for which you hold a license.

The report should include any disciplinary complaints, whether pending or resolved, and their resolution.

Please send the letter that appears as Appendix E of this application to your state/local bar(s) or appropriate entity requesting that they send such documentation to the American Board of Certification. A copy of the letter(s) you sent to your state/local bar or grievance committee **must** be included with this application upon submission to the American Board of Certification.

NOTE: Failure to enclose all required documentation respecting the above will delay processing of this application.

The following example should be printed on the firm letterhead.

Date:

To: Insert address of your local / state bar AND / OR grievance committee

RE: attorney's name and license / bar number

To Whom It May Concern:

I have applied for Certification by The American Board of Certification (ABC). In accordance with the ABC's Standards for Certification, please (1) provide a report on my complete grievance history to ABC, and (2), provide a certificate of good standing. The report should include all disciplinary complaints, whether pending or resolved, and their resolution.

Please forward the report to:

The American Board of Certification
Attn: Application Administrator
66 Canal Center Plaza, Suite 600
Alexandria, Virginia 22314

Sincerely,

Insert signature block

cc: The American Board of Certification