



# THE FLORIDA BAR

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JUL 19 2010

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Dear Sir or Madam:

Your correspondence is being returned to you without action having been taken for the following reason(s):

- No member of The Florida Bar is identified as being the subject of allegations of misconduct.
- The Florida Bar does not investigate inquiries/complaints against law firms; you must indicate an individual attorney name.
- The Florida Bar does not have the authority to appoint or remove your attorney. Any such request must be addressed to the judge assigned to your case.
- The material you submitted is too voluminous for us to process. Please reduce the material to no more than 25 pages and resubmit within ten (10) days. Your correspondence may refer to any additional documents or exhibits that are available to us upon request.
- The nature of the material you submitted is not suitable for dissemination by The Florida Bar. Please refrain from submitting material of this nature in the future.
- The material you have submitted is illegible and cannot be scanned or used to open a file. If you wish to submit this matter, please do so in a legible form, written or printed on one side (only) of each page, preferably in black ink, if available, or in dark pencil.
- The materials you have submitted contain media we cannot process, such as CD's, audio tapes or papers larger than 8 1/2" x 11". Please provide a transcript of any audio materials you wish to have considered and/or reduced copies of any large materials.
- The materials you have submitted contain language that we are unable to translate. Please re-submit an English translation of any materials you wish us to consider.
- Your correspondence solicits legal advice or opinions which The Florida Bar is not permitted to provide. The Bar cannot act as your lawyer.
- We are enclosing an Inquiry/Complaint form for your use should you wish to submit an inquiry or complaint pertaining to an identified member of The Florida Bar. Please complete a separate form for inquiries/complaints against multiple attorneys.
- Other \_\_\_\_\_

Sincerely,

Attorney Consumer Assistance Program  
The Florida Bar

**NOTICE**  
**Mailing Instructions**

The Florida Bar is in the process of converting its disciplinary files to electronic media.

All submissions are being scanned into an electronic record and hard copies are discarded.

**Please limit your submission to no more than 25  
pages including exhibits.**

If you have additional documents available, please make reference to them in your written submission as available upon request. Should Bar counsel need to obtain copies of any such documents, a subsequent request will be sent to you. **Please do not bind, or index your documents. You may underline but do not highlight documents under any circumstances. We scan documents for use in our disciplinary files and when scanned, your document highlighting will either not be picked up or may obscure any underlying text.**

**\*\* Materials received that do not meet these guidelines may be returned. \*\***

**Please refrain from attaching media such as audio  
tapes or CD's, oversized documents, or  
photographs.**

We cannot process any media that cannot be scanned into the electronic record.

**Please do not submit your original documents.**

All documents will be discarded after scanning.

**Please do not submit confidential or privileged  
information.**

If information of this nature is important to your submission, please describe the nature of the information and indicate that it is available upon request. Bar counsel will contact you to make appropriate arrangements for the protection of any such information that is required as part of the investigation of the complaint.

Thank you for your consideration in this respect.