

**THE FLORIDA BAR
Unlicensed Practice of Law
Complaint Form**

There is a requirement for you to execute the oath at the end of this form. False statements made in bad faith or with malice may subject you to civil or criminal liability. A copy of your complaint may be sent to the nonlawyer during the course of the investigation. Additionally, if the nonlawyer asks who complained, your name will be provided. Further information may be found in the pamphlet "Filing an Unlicensed Practice of Law Complaint."

Your Name: _____	Nonlawyer's Name: _____
Address: _____	Address: _____
City: _____	City: _____
State & Zip: _____	State & Zip: _____
Telephone: _____	Telephone: _____
Email: _____	Email: _____

Describe your complaint and attach a copy of relevant documents. Please limit complaint and attachments to 25 pages. See mailing instructions on second page.

Under penalty of perjury, I declare that I have read the foregoing document and that to the best of my knowledge and belief the facts stated in it are true.

Signature

Date

*******SEE MAILING INSTRUCTIONS ON SECOND PAGE*******

MAILING INSTRUCTIONS

The Florida Bar converts its files to electronic media. All submissions are being scanned into an electronic record and hard copies are discarded. To help ensure the timely processing of your submission, please review the following guidelines prior to submitting it to our office.

1. **Please limit your submission to no more than 25 pages including exhibits. One sided copies only please.** 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.
2. **Please do not bind, staple, tab, index, or highlight your documents** under any circumstances. We scan documents for use in our files and when scanned, your document highlighting will either not be picked up or may obscure any underlying text. Please do not submit materials in color.
3. **Please refrain from attaching media such as audio tapes, thumb/flash drives or CDs, oversized documents, or photographs.** We cannot process any media that cannot be scanned into the electronic record. Do not submit .jpeg, .mpeg, .mp3 or links to online materials including Dropbox.
4. **Please do not submit your original documents.** All documents will be discarded after scanning and we will not be able to return any originals submitted to our office. The only original document that should be provided to our office is the inquiry/complaint form.
5. **Please do not submit confidential or privileged information.** Documents submitted to our office become public record. Confidential/privileged information should be redacted. Such information includes, but is not limited to, bank account numbers, social security numbers, credit card account numbers, medical records, dependency matters, termination of parental rights, guardian ad litem records, child abuse records, adoption records, documents containing names of minor children, original birth and death certificates, Baker Act records, grand jury records, and juvenile delinquency records. 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.
6. **Please provide your submission only one time. Do not submit duplicates via email, facsimile transmission or by any other means. Also, if we send you a copy of the complaint, response, etc. for you to respond to, please do not return those documents along with your response.**

Please be aware that materials received that do not meet these guidelines may be returned. Thank you for your consideration in this respect.

RETURN TO THE FLORIDA BAR

EMAIL ADDRESSES ARE FOR SUBMISSION OF INITIAL COMPLAINTS ONLY.

SEND COMPLAINT TO OFFICE CLOSEST TO NONLAWYER'S LOCATION.

UPL Department
The Florida Bar
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