

Instructions for Filing an Attorney Misconduct Complaint

United States District Court – District of Utah

Before preparing an Attorney Misconduct Complaint, please carefully review the court's local rule DUCivR 83-1.7 – Attorney Discipline, available in the Civil Rules on the court's website: <https://www.utd.uscourts.gov/rules-practice>. To file an Attorney Misconduct Complaint, please read the instructions below, complete the complaint form, and return it to the clerk's office in person, mail or email at:

United States District Court - District of Utah
Orrin G. Hatch United States Courthouse
Clerk's Office – Attention Staff Attorney
351 S. West Temple, Rm. 2.100
Salt Lake City, Utah 84101
ADD EMAIL ADDRESS

Confidentiality and Public Record

An order of discipline is a public record and will be reflected in the court's public attorney directory, unless ordered otherwise. An attorney's public record of discipline in Utah may be available on the court's Attorney Directory (<https://ecf.utd.uscourts.gov/cgi-bin/BarCheck.pl>) or Utah State Bar's website (<https://services.utahbar.org/Member-Directory>). All other disciplinary records are confidential

Your Information

Please include the following on the Attorney Misconduct Complaint Form:

- Full name
- Mailing address and zip code
- Email address (if available)
- Telephone numbers (home, work, and cell)

This information is necessary to facilitate communication with you about the matter. If you are represented by an attorney as part of filing your Attorney Misconduct Complaint, please provide your attorney's name, address, and telephone number.

Attorney's Information

Provide the full name, address, and telephone number of the attorney you are reporting. If you are filing complaints against more than one attorney, complete a separate Attorney Misconduct Complaint Form for each attorney. In the Statement of Complaint section, tell us in your own words what the attorney did or failed to do that you believe may warrant disciplinary action. We need to know the background of your case and, if applicable, the local rule or Rules of Professional Conduct the attorney may have violated.

Court Information

If your complaint relates to a court case, include the relevant court case number and details, if available, in the Statement section of the form.

Supporting Documents

Attach copies (not originals) of any documents that support your allegations. All documents you send, originals or copies, become the property of the court and may be destroyed consistent with record retention policies. If you are reporting an attorney who represented you, provide copies of written fee agreements, payments, or other communications (written or electronic) to the attorney. It may be helpful to provide copies of the front and back sides of all canceled checks and/or copies of receipts showing your payments to the attorney.

If you are reporting an attorney who did not represent you, provide any court documents or communications with the attorney that support the claims in your complaint.

After You Deliver the Complaint to the Clerk's Office

The clerk's office staff attorney will review your complaint and forward it to the Disciplinary Panel. You will be notified in writing of the Disciplinary Panel's decision.

Important Information

What the District of Utah **can** do:

- The Disciplinary Panel may discipline an attorney for violations of local rules, court orders, or the Rules of Professional Conduct, but only if the misconduct occurred in a matter before the U.S. District Court for the District of Utah or if another court or licensing organization disciplined the attorney.

What the district of Utah **cannot** do:

- The clerk's office staff attorney cannot act as your attorney, provide legal advice, represent you or pursue legal action on your behalf, or recommend a specific attorney to assist you with your Attorney Misconduct Complaint.

If you need legal help, please consult with a licensed attorney.