



## **Ethics complaint form**

We will use your personal information as well as the information you give us in the form below to carry out our work regulating the legal profession. This form must be sent by email to: [ethics@avukati.org](mailto:ethics@avukati.org). You will get a confirmation from us once we have received your form and you can expect to hear from us again within ten (10) working days.

### About completing this form

When you complete the form, you should set out the facts as clearly as possible. You do not need to use formal or legal language. The important thing here is that we have enough information to understand what your concern is.

It is also important that we have all the relevant information and documents to assess your concern. Please provide any supporting documents that you think we need to see (such as emails or letters). Unless you think we need it, you do not need to send all the documents related to any case you were involved in. The key documents that support your concerns will normally be enough. If we think we need more information, we will ask you for it.

We will normally disclose this report with the concerned parties, however, if you wish for this to remain confidential, we will try to respect any such requests.

### Section 1 – Personal details

Title	
Name	
Address	
Email	
Phone Number	
We normally contact people by email, but please advise if you want us to contact you in another way.	

Section 2 – The person against whom the complaint is being filed

Please give us the following details:

Name of person you want to tell us about?	
Address of person?	
Email address	
Phone number	

### Section 3 – What is the complaint?

Does this relate to any other report that has previously been made to the Chamber?	
If yes, please give the reference number and/or details	
<p>Please tell us when the thing you want to report took place.</p>	

Please give us the details about the complaint

<p>Please indicate any witnesses you might have and if you have their consent to contact them</p>		
Does this matter relate to a court case?		
If yes:	Name of case	
	Name of court	
	Reference number	
	What is your relationship to the case?	
	Is the case ongoing?	
	Dates of any upcoming hearings	
Have you made a report about this to any other organisation?		
<p>Please tell us about what happened with your report or complaint, including reference numbers and the details of any outcome</p>		
<p>Is there anything else you want to tell us?</p>		

**Declaration**

By signing the box below and submitting the form you are:

- declaring that all the information you have given in this form is, as far as you know, true, complete and accurate; and

I confirm that the information given in this form is true, complete and accurate.

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Signed

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Printed name (Block letters)