



State of New York
Supreme Court, Appellate Division

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**Attorney Grievance Committee
Third Judicial Department**

(518) 285-8350
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www.nycourts.gov/ad3/agc

INSTRUCTIONS FOR FILING A COMPLAINT FOR PROFESSIONAL MISCONDUCT AGAINST AN ATTORNEY

Thank you for contacting the Attorney Grievance Committee for the Third Judicial Department ("Committee"). Please review the information set forth below prior to filing a complaint.

Prior to Drafting a Complaint

Making a complaint against an attorney is a very serious matter. Before taking that step it is often wise for the complainant to first, communicate with the attorney, preferably in writing, in an attempt to mutually work out a solution to existing problems or disputes, or pursue alternative methods of settling attorney-client disputes, if available. Once a complaint is filed, it cannot be withdrawn.

If a person believes that an attorney has engaged in professional misconduct, he or she may file a complaint against the attorney. Pursuant to the Rules for Attorney Disciplinary Matters (22 NYCRR Part 1240), the Committee's authority is to review complaints and determine if an attorney has engaged in professional misconduct in violation of the New York State Rules of Professional Conduct (22 NYCRR Part 1200). The Committee has limited authority to discipline attorneys for rude behavior, attorney-client disagreements, or the belief that an attorney did a poor job in representing a client.

Drafting a Complaint

Please complete the Complaint Form setting forth a clear and concise statement of the facts outlining the allegations of professional misconduct. If available, provide copies of any documents, including retainer agreements, bills, communications, and other written evidence that support the allegations. Please do not provide original supporting documents as they will not be returned. If applicable, include the names and contact information for any witnesses who can support the allegations. You may submit additional pages to the Complaint Form if needed, and you may attach a letter and/or explanation to the Complaint Form. Separate Complaint Forms must be completed and filed if multiple attorneys are involved. You must provide your contact information on the Complaint Form, in addition to affixing your signature thereon.

Filing the Complaint

Filing a complaint with the Committee may be done by either of the following:

Mail:

[Send the Complaint Form to the Committee's address.](#)

Electronically:

[Electronically submit the Online Complaint Form.](#)

Please allow sixty days for the initial processing of your complaint.

Should you have questions, please e-mail this Office at AD3AGC-IU@nycourts.gov. Please be advised that this Office is prohibited from providing any legal advice or assistance to pursue a legal claim which you may have against an attorney, including a claim for legal fees. If you need legal advice and/or wish to pursue a claim, you should consult with a lawyer of your own choosing.