



UNITED STATES DISTRICT COURT
DISTRICT OF CONNECTICUT

INSTRUCTIONS FOR FILING A COMPLAINT AGAINST AN ATTORNEY

Below are the instructions for filing a grievance complaint against an attorney admitted to practice in federal court. If the attorney is not admitted here please direct your papers to:

The Statewide Grievance Committee
287 Main St., 2nd Floor, Suite Two
East Hartford, Connecticut, 06118-1885

When submitting a complaint against an attorney admitted in the United States District Court for the District of Connecticut, pursuant to Rule 83.2 of the Local Rules of Civil Procedure, the papers must contain the following information before the complaint will be filed:

1. Your complete name legibly printed on the first and last pages;
2. Your complete address and telephone number on the first page and under your signature;
3. Name, address and telephone number of each attorney about whom you are complaining [separate complaint should be completed for each attorney complained about];
4. Nature of your complaint [explain, in chronological order, the details of your complaint];
5. If the complaint concerns the actions of an attorney in a case pending before this court, supply the name of the case, docket number and presiding judge;
6. Attach a verification in the form provided, declaring to the best of your knowledge and belief that the statements made in the complaint are true and correct;
7. The complaint must be double-spaced on 8-1/2" by 11" paper, with a left margin of at least 1" free of all printed or written material, and should be legibly typed or handwritten;
8. Sign and date your complaint in blue ink so we can verify the original. You must print or type your name; address and phone number immediately underneath your signature;
9. If you have the ability to generate an OCR text searchable PDF document, you should include a disk or CD that contains the file;
10. Original complaints should be filed/mailed to:
U.S. District Court
141 Church Street
New Haven, CT 06510
Attn: Grievance Clerk

