



## INSTRUCTIONS FOR FILING A GRIEVANCE

**Purpose** - The Grievance Procedures of the American Academy of Adoption Attorneys exist to enforce the Academy Code of Ethics and Bylaws, and to discipline any member of the Academy found to have committed Misconduct.

- 1. Filing a Grievance.** To start a Grievance Procedure against any member of the Academy, a Grievance must be filed with the Academy by completing the attached Academy Grievance Form. Send the completed form to the Grievance Chair. A Grievant is a person, group of persons, organization or entity who files a Grievance against a member of the Academy. The Respondent is a member or group of members accused of misconduct. A Grievance is a written communication by a Grievant alleging misconduct on the part of the Respondent.
  - **Information Required.** A Grievance must include all information requested on the attached Academy Grievance Form to be accepted for filing.
  - **Fee Disputes.** The Grievance Procedures generally are not intended as a mechanism to resolve fee disputes unless the matter involves theft, dishonesty or misappropriation of funds held in trust.
  - **Anonymous or Incomplete Grievances.** The Grievance Chair will not accept a Grievance (a) which does not properly identify the Grievant and Respondent, (b) which does not contain the required information requested on the Grievance Form, or (c) which appears only to involve a fee dispute. If the Grievant is sufficiently identified, the Grievance Chair will return such submission to the Grievant for resubmission with instructions to comply with the requirements of these Grievance Procedures.
  
- 2. Misconduct.** Misconduct means any one or more of the following:
  - Violation of the oath of office taken upon the admission to practice law or the code of professional responsibility that results in termination or suspension from the practice of law or other disciplinary action in a state in which a member is licensed.
  - Conviction of a felony or conviction of a misdemeanor involving moral turpitude.
  - Conduct which interferes with the administration of justice or otherwise brings the Academy into serious public disrepute.
  - Conduct which violates these Grievance Procedures, including a failure to comply with the orders or requests in an investigation being conducted by the Grievance Board.
  - Conduct in violation of the Academy Code of Ethics or in violation of the Academy Bylaws.