

Form #E-4

Board or State Association

Address

City

State

Zip

Grievance Committee Request for Information (Ethics Complaint)

To _____

named by _____ as a respondent.

Attached hereto is a copy of a complaint which names you as respondent, as filed with this Board and referred to the Grievance Committee for review, in accordance with Section 20 of the Board's Code of Ethics and Arbitration Manual.

Please be advised that you have fifteen (15) days from receipt of this notice transmit to, or file your reply at, the address above. Your reply must be typewritten, with original and _____ copies for this office, and must be signed and dated.

Failure to provide a response may result in the complaint being forwarded for a hearing and may also result in the Grievance Committee's filing of a complaint against you, alleging a violation of Article 14 of the Code of Ethics for failure to submit pertinent facts to a proper Tribunal, pursuant to Section 20 of this Manual.

Respectfully submitted,

Type/Print

_____, Secretary
Signature

Board or State Association

Dated: _____, 20_____