

REQUIRED CONTENT OF ANNUAL REPORTS FROM CERTIFIED GRIEVANCE COMMITTEES

Gov. Bar R. V, Section 5(E)(1) requires each certified grievance committee to file with the Board of Professional Conduct an annual report of its activity in the preceding calendar year. These annual reports and the quarterly statistical reports are among the items considered by the Board in conducting the biennial recertification of grievance committees that occurs in even-numbered years.

The annual report submitted by a certified grievance committee must include the following information:

- A current roster of the grievance committee that identifies the chair of the committee, the nonattorney members of the committee, the length of time that each member has served on the committee, and the expiration date of each member's term on the committee;
- Proof of compliance by bar counsel and volunteer lawyers with the annual education requirements set forth in Gov. Bar R. V, Section 5(D)(1)(d) and (e);
- Information indicating the committee's compliance with the minimum operating standards set forth in Gov. Bar R. V, Section 5(D)(1) including:
 - the number of meetings held in the preceding calendar year;
 - the location of the committee's fulltime office and name or names of the employees staffing that office;
 - the name of bar counsel employed or designated by the committee;
 - the adoption of written procedures governing the committee's work **[do not submit a copy of these procedures unless requested]**;
 - compliance with record-keeping and records retention requirements;
 - the Internet address at which the public may obtain information regarding the committee.

The annual report is due on or before March 1 of each year and may be submitted to the Board by regular mail or email (BOCfilings@sc.ohio.gov).