



## LOCAL PROFESSIONALISM PANEL REPORT FORM

<b>Chief Judge of Circuit:</b>	
<b>Name of Submitter:</b>	
<b>Date:</b>	

**\*Reports must be filed by June 15 and December 15 each year.**

### SC 2023-0884 - Appendix A Code for Resolving Professionalism Referrals 3.7 Reporting

- a) Each LPP must file a written report with the chief judge of its circuit, the Florida Supreme Court, and The Florida Bar identifying all professionalism referrals received against a member of The Florida Bar in June and December of each calendar year.
- b) The biannual reports must include the following information for each referral for the six (6) calendar months preceding the month in which the report is due:
  1. The date of the referral;
  2. The circuit in which the issue arose;
  3. A short summary detailing the substance of the referral;
  4. The relationship of the respondent voluntarily participated in the process;
  5. Whether or not the respondent voluntarily participated in the process;
  6. The resolution, if any, of the referral; and
  7. Whether there were previous referrals against the respondent.
- c) The reports must not include identifying information for the respondent or the party who submitted the referral.

## **INFORMATION FOR SUBMITTERS**

1. **Purpose and Use:** This form collects information about your Circuit's Local Professionalism Panel and its activity for the last six (6) months. This form also asks for updates to the contact information for your Local Professionalism Panel. The information about your Circuit's Local Professionalism Panel will be used to update the Center's Local Professionalism Panel contact list, as well as to gauge how each Circuit is carrying out panel activities.
  
2. **Reporting Period:** Reports must be filed by June 15th and December 15th and include information for the six (6) calendar months preceding the month in which the report is due.
  
3. **Where to Submit:** Submit this form and any attachments by email to [cfp@floridabar.org](mailto:cfp@floridabar.org) or by regular mail to:

The Florida Bar  
Henry Latimer Center for Professionalism  
651 E. Jefferson Street  
Tallahassee, FL 32399

4. **Questions:** Direct all questions about this form to [cfp@floridabar.org](mailto:cfp@floridabar.org).

**June Reports should include information from January 1 to June 15.  
December Reports should include information from June 16 to December 15.**

## **LOCAL PROFESSIONALISM PANEL QUESTIONS**

Please complete the information below regarding any activity within your Local Professionalism Panel. Additional pages may be attached as needed.

- 1. Please describe the process by which complaints are addressed.** You may attach a link to the complaint form or link to where information is located on your website that advises the consumers, attorneys, and judges how to file a complaint.

- 2. Please describe what types of professionalism issues are seen most often in this Circuit?**

**3. What are believed to be the causes of professionalism issues within your Circuit?**

**4. How often does your Circuit’s Local Professionalism Panel meet?**

**5. Please describe any training provided to committee members.**

**6. How is your Circuit's Local Professionalism Panel promoted?**

7. Please provide information regarding all complaint intake for the appropriate dates. If filing in June, the information should be from January 1<sup>st</sup> – June 15<sup>th</sup>. If filing in December, the information should be from June 16<sup>th</sup> – December 15<sup>th</sup>.

1.

<b>Date of Referral:</b>	<b>Circuit in which issue arose:</b>
<b>Short Summary detailing the substance of the referral</b>	
<b>The relationship of the respondent to the person submitting the referral.</b>	
<b>Whether or not the respondent voluntarily participated in the process.</b>	
<b>The resolution, if any, of the referral;*</b>	
<b>Whether there were previous referrals against the respondent</b>	

2.

<b>Date of Referral:</b>	<b>Circuit in which issue arose:</b>
<b>Short Summary detailing the substance of the referral</b>	
<b>The relationship of the respondent voluntarily participated in the process</b>	
<b>Whether or not the respondent voluntarily participated in the process.</b>	
<b>The resolution, if any, of the referral;*</b>	
<b>Whether there were previous referrals against the respondent</b>	

3.

<b>Date of Referral:</b>	<b>Circuit in which issue arose:</b>
<b>Short Summary detailing the substance of the referral</b>	
<b>The relationship of the respondent voluntarily participated in the process</b>	
<b>Whether or not the respondent voluntarily participated in the process.</b>	
<b>The resolution, if any, of the referral;*</b>	
<b>Whether there were previous referrals against the respondent</b>	



4.

<b>Date of Referral:</b>	<b>Circuit in which issue arose:</b>
<b>Short Summary detailing the substance of the referral</b>	
<b>The relationship of the respondent voluntarily participated in the process</b>	
<b>Whether or not the respondent voluntarily participated in the process.</b>	
<b>The resolution, if any, of the referral;*</b>	
<b>Whether there were previous referrals against the respondent</b>	

5.

<b>Date of Referral:</b>	<b>Circuit in which issue arose:</b>
<b>Short Summary detailing the substance of the referral</b>	
<b>The relationship of the respondent voluntarily participated in the process</b>	
<b>Whether or not the respondent voluntarily participated in the process.</b>	
<b>The resolution, if any, of the referral;*</b>	
<b>Whether there were previous referrals against the respondent</b>	

6.

<b>Date of Referral:</b>	<b>Circuit in which issue arose:</b>
<b>Short Summary detailing the substance of the referral</b>	
<b>The relationship of the respondent voluntarily participated in the process</b>	
<b>Whether or not the respondent voluntarily participated in the process.</b>	
<b>The resolution, if any, of the referral;*</b>	
<b>Whether there were previous referrals against the respondent</b>	

7.

<b>Date of Referral:</b>	<b>Circuit in which issue arose:</b>
<b>Short Summary detailing the substance of the referral</b>	
<b>The relationship of the respondent voluntarily participated in the process</b>	
<b>Whether or not the respondent voluntarily participated in the process.</b>	
<b>The resolution, if any, of the referral;*</b>	
<b>Whether there were previous referrals against the respondent</b>	

8.

<b>Date of Referral:</b>	<b>Circuit in which issue arose:</b>
<b>Short Summary detailing the substance of the referral</b>	
<b>The relationship of the respondent voluntarily participated in the process</b>	
<b>Whether or not the respondent voluntarily participated in the process.</b>	
<b>The resolution, if any, of the referral;*</b>	
<b>Whether there were previous referrals against the respondent</b>	

9.

<b>Date of Referral:</b>	<b>Circuit in which issue arose:</b>
<b>Short Summary detailing the substance of the referral</b>	
<b>The relationship of the respondent voluntarily participated in the process</b>	
<b>Whether or not the respondent voluntarily participated in the process.</b>	
<b>The resolution, if any, of the referral;*</b>	
<b>Whether there were previous referrals against the respondent</b>	

10.

<b>Date of Referral:</b>	<b>Circuit in which issue arose:</b>
<b>Short Summary detailing the substance of the referral</b>	
<b>The relationship of the respondent voluntarily participated in the process</b>	
<b>Whether or not the respondent voluntarily participated in the process.</b>	
<b>The resolution, if any, of the referral;*</b>	
<b>Whether there were previous referrals against the respondent</b>	

8. **Please provide the contact information for all current panel members.** Please include: name(s), email(s), address(es), and phone number(s), and title if applicable.

<b>Name</b>	<b>Title/Firm</b>	<b>Email</b>	<b>Address</b>	<b>Phone Number</b>

**The Florida Bar will publish on its website the LPP biannual reports. The Chief Judge, or the Chief Judge’s designee, will publish on the judicial Circuit’s website the LPP biannual reports from that Circuit.**