



# The Florida Bar

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September 25, 2019

VIA E-Mail to [barbcook@barbcooklaw.com](mailto:barbcook@barbcooklaw.com),

Barbara A. Kreitz Cook  
759 S.W. Federal Hwy., Ste. 216  
Stuart, Florida 34994-2972

RE: Nineteenth Judicial Circuit Grievance Committee "A"

Dear Ms. Cook:

Thank you for agreeing to serve on the Nineteenth Judicial Circuit Grievance Committee "A". I am sure you are aware that service on the grievance committee involves a great deal of work with no reward other than your own personal satisfaction in promoting and maintaining the high standards of the bar.

Enclosed is an oath of service form. The oath form must be executed and returned to this office for filing. Please be advised that you are not eligible to serve until your oath form is executed and filed. Your three-year term will commence on **October 1, 2019**. Your first meeting is scheduled for October 16, 2019.

This committee meets at the **State Attorney's Office, 100 E Ocean Blvd., 4<sup>th</sup> Floor, Stuart, Florida 34994** on the **3<sup>rd</sup> Wednesday of the month at 1:00 p.m.** Orientation will be before the meeting at **12:00 p.m.** A list of the current grievance committee members is attached. The Notice of Meeting for the month of October will be e-mailed to you in the near future.

You will find a grievance committee handbook for your review at The Florida Bar's Grievance Committee web page. You will **not** be able to access this web page until our headquarters receives your executed oath and your term begins. To access the Grievance Committee web page, go to <http://www.floridabar.org/CMDOCS/GR060.nsf?Open&Login>. Each time you access this page, you will be prompted for Login. More detailed instructions on how to access

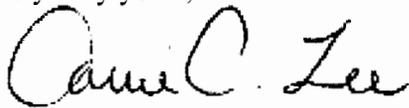
your Grievance Committee website will be emailed to you prior to your first Grievance Committee meeting.

Please remember that The Florida Bar staff is always ready to assist you in carrying out your responsibilities as a member of a grievance committee. We again thank you for volunteering to act as a grievance committee member. It is only through the selfless volunteerism you exhibit that our attorney disciplinary process is able to function. We are certain that you will find your service interesting and challenging.

Please complete the 3 forms, enclosed, and return via e-mail. You do not need to mail the originals.

I look forward to working with you and urge you to contact me should you have any questions.

Very truly yours,

A handwritten signature in cursive script that reads "Carrie C. Lee". The signature is written in black ink and is positioned above the printed name.

Carrie Constance Lee  
Bar Counsel

407-515-3224 – direct line

Enclosures

via e-mail: Gregory S. Weiss, Designated Reviewer  
Elizabeth R. Hunter, Grievance Committee Chair

## SUMMARY OF GRIEVANCE COMMITTEE PROCEDURES

### **Function of Grievance Committees:**

Rule 3-3.4(c), provides that a grievance committee shall consist of not less than three members, at least one-third of whom shall be nonlawyers. The designated reviewer of the committee nominates, and the board of governors appoints the members of the committee. The designated reviewer designates a chair and vice-chair. The chair is the presiding officer over the deliberations of the committee as a whole. Pursuant to Rule 3-7.4(g) the committee is authorized to meet in panels of not fewer than three members. The panel shall select one of its lawyer members to preside if the chair or vice-chair is not on the panel. If the chair or vice chair is on the panel, one of them shall preside. However, the chair acts as spokesperson for the committee, maintains the committee's administrative records, assigns investigations and cases to various panels, conducts current committee business, rules on motions before the committee and resolves any disputes relating to committee activity.

In appointing panels of three members, the policy of The Florida Bar is that the panel shall consist of two lawyers and one nonlawyer, thereby preserving the public's participation in the consideration of disciplinary cases referred to a grievance committee.

The bar is required to assume the initiative in disciplinary investigations. Therefore, if any member of the board of governors, a grievance committee, bar staff or a member of the bar is aware of potential unethical conduct or allegations thereof, it is their duty to report that action to the appropriate authorities and to undertake appropriate action. Rule 4-8.3(a). A formal written complaint is not necessary to the initiation of a disciplinary investigation, however, if a complaint is from an individual, such complaint must be in sworn form prior to consideration by the grievance committee. Rule 3-7.3(c).

When a complaint is referred by bar counsel to a grievance committee, notice of the referral is given to the respondent and complainant. If the case is to be heard by a panel of the committee, notice of assignments to the panel shall be given and the members of the panel shall be listed therein. Rule 3-7.4(a).

A grievance committee is required to consider all charges forwarded to it and is required to investigate the same. Rule 3-7.4(c). To assist the grievance committee in the task of an investigation, bar counsel and professional investigators are available.

The members of the committee should generally be aware of the provisions of Rule 3-3.4(c) which requires that lawyer members of the committee must have been members of The Florida Bar for at least five years prior to appointment, that the committee members shall not perform any function when a member is related by blood or marriage to the complainant or respondent, has a financial or other interest in the matter under consideration, or is prejudiced or biased towards either the complainant or respondent. The chair of the committee has the power to disqualify any member should there be a determination that any of the prohibitions in the rule exist.