

**BERKS COUNTY BAR ASSOCIATION  
CLIENT DISPUTE RESOLUTION  
COMMITTEE QUESTIONNAIRE**

DIRECTIONS: Please answer all the following questions completely. Failure to answer all questions will delay the processing of your claim. For you to submit your dispute to this Committee, you must have been the client (i.e., the person receiving the legal services of the lawyer.)

1. Your name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone Number (Home) \_\_\_\_\_ (Work) \_\_\_\_\_  
May we contact you at work? \_\_\_\_\_

2. What is the name, complete address, zip code and phone number of the lawyer with whom you have this dispute:

Lawyer's name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone Number (Work) \_\_\_\_\_

3. Describe the type of case handled by the lawyer (example: criminal, bankruptcy, divorce, personal injury, contract).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. When did you hire the lawyer to help with your legal problem?

Month \_\_\_\_\_ Year \_\_\_\_\_

5. How long has the lawyer worked on your case? \_\_\_\_\_

6. Has the case been completed? If yes, please state the date when the services were completed. If no, please explain.

---

---

---

7. What was the fee charged? \_\_\_\_\_

8. Has the fee been paid? State how much money you have paid the lawyer.

---

9. Did the lawyer communicate in writing, electronically or otherwise, the fee arrangement with you? If the fee was contingent, was it set forth in writing? If so, in either case, please attach a copy of the document to this questionnaire. \_\_\_\_\_

10. Describe in detail the nature of your complaint.

---

---

---

---

---

NOTE: Your dispute will be mediated by a member of the Berks County Bar Association Client Dispute Resolution Committee. This member has no power to decide issues involving ethical questions. Decisions and sanctions regarding professional conduct are within the exclusive jurisdiction of the Disciplinary Board of the Supreme Court of Pennsylvania, District II, (610) 650-8210.

Please note that by submitting to the Berks County Bar Association Client Dispute Resolution Committee process, you are waiving all confidentiality arising from the attorney-client privilege that existed between you and the lawyer about whom you are complaining. No attorney-client privilege attaches to the communications between you and the member of the Client Dispute Resolution Committee who is serving as the Mediator in your case. There is a Mediator Privilege that attaches to communications between you and the Committee Member for communications and documents which you confidentially disclose to the mediating Committee Member, provided that the communication or document has not already been shared with the other disputing parties.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Please send completed form to: Berks County Bar Association, 544 Court Street, P.O. Box 1058, Reading, PA 19603**