



ETHICAL COMPLAINT

North Carolina Association of Professional Process Servers

TO: ARBITRATION & GRIEVANCE COMMITTEE

I am placing before you a formal complaint against a NCAPPS member for having engaged in unethical/unprofessional conduct. The member's name appears in the [] last membership roster or [] on the NCAPPS Website as follows:

NAME OF MEMBER _____

COMPANY NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

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**SHORT DESCRIPTION OF THE CONDUCT COMPLAINED OF:**

i.e. Violation of Code of Ethics No. 1

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

**Attachments:**

i.e. Written description of events with reference to exhibits; Exhibits should be identified as "A", "B", "C", along with a description such as "Email dated 01/01/2014"

Is this matter pending before any other tribunal such as court or other association? [ ] Yes [ ] No  
If yes, state the name of the tribunal and any identifying case number \_\_\_\_\_

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I do hereby request that the ARBITRATION & GRIEVANCE COMMITTEE exercise the procedures and remedies in the Bylaws and Policy Manual for resolution of this matter. I certify that I am a member of the **North Carolina Association of Professional Process Servers**.

Member's Signature _____ Date _____

MEMBER'S NAME _____

COMPANY NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

INSTRUCTIONS: Forward the original of this complaint to the Chair of the ARBITRATION & GRIEVANCE COMMITTEE (address below) with all required substantiation. Be sure to retain a copy for your records.

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