

Office of Bar Counsel/Board of Bar Overseers
Time Standards; Accountability; Scheduling

(a) Intake: The Attorney and Consumer Assistance Program (ACAP) shall endeavor to complete all matters within 45 days, the time period commencing on the date that an inquiry is received by ACAP by telephone, in person, in writing or otherwise, and concluding when the matter is resolved, the consumer is sent a complaint form or a written inquiry is referred to bar counsel to docket as a complaint, or other authorized disposition is made.

(b) Investigations. Bar counsel shall endeavor to complete all investigations of matters that have not been deferred within one year, the time period commencing on the date a written complaint is docketed and concluding on the date disciplinary proceedings are filed, an admonition is administered, the complaint is closed, or other authorized disposition is made.

(c) Hearings.

(1) The Board, hearing committee, or special hearing officer shall endeavor to complete disciplinary hearings within five months from the filing of petition for discipline.

(2) The Board, hearing committee, or special hearing officer shall endeavor to file a report in disciplinary cases within three months of the service of the final transcript. The Board, hearing panel, special hearing officer, or hearing committee shall endeavor to file a report in conviction and reinstatement cases within one month of the service of the final transcript.

(d) Appellate Review. The Board shall endeavor to complete all recommendations for discipline and issue its decision within six months from the date of filing of the hearing report.

(e) Informations shall be filed with the Court within thirty days of the Board's vote or receipt of the request for filing.

(f) Effect of Goals. These time periods are not jurisdictional, are solely for the internal use of the Office of Bar Counsel and Board of Bar Overseers, and confer no substantive rights on respondents.

(g) Accountability. Analysis of compliance by the disciplinary system with these time periods shall be made annually and at such intervals as the Board may direct, showing how the respective caseloads compare with these goals.

(h) Scheduling of Disciplinary Matters. In the event of a potential scheduling conflict between a disciplinary proceeding and a hearing in other litigation, whether administrative, civil, or criminal, every lawyer participating in a disciplinary proceeding, including the respondent, counsel, witnesses, and hearing officers, shall give to the tribunal in which the other litigation is pending reasonable notice of the pendency and scheduling of the disciplinary proceeding, and shall seek a continuance in that forum where feasible. Bar counsel, the respondent, and the respondent's counsel shall serve copies of all such notices and motions to continue on the opposing party and the general counsel to the board. Participants in disciplinary proceedings shall be responsible for seeking continuances from courts and tribunals.