

Designated lawyer report

Report guidelines

The purpose of this form is to assist designated lawyers with their reporting obligations under rule 11.4 of the Lawyers and Conveyancers Act (Lawyers: Conduct and Client Care) Rules 2008.

A designated lawyer for a law practice must notify the Law Society **within 14 days** under rule 11.4 if any person engaged or employed by the law practice is given a written warning or is dismissed by the law practice for conduct that amounts to bullying, discrimination, harassment, racial harassment, sexual harassment, theft or violence. A designated lawyer must also notify the Law Society if any person leaves the practice within 12 months of them being advised

that they were being investigated in relation to this type of conduct (except where an investigation has concluded that there were no grounds to report the matter under rules 2.8 or 11.4).

For more information about when a designated lawyer is required to make a report please see the [guidance on professional standards and reporting obligations](#). You may also wish to **contact us** by phone or email with any queries or concerns.

✉ complaints@lawsociety.org.nz

☎ 0800 261 801

🌐 www.lawsociety.org.nz

Confidentiality

We will contact you to discuss how your report will be progressed. This will include the circumstances in which the report may be investigated and/or disclosed, and any support that you or anybody affected by the conduct may need.

The report may be disclosed to the lawyer that is the subject of the report if a standards committee decides to investigate the conduct.

We are able to answer any questions about confidentiality you may have before you make a report.

1 Personal details

First name

Lawyer ID

Email

2 Lawyer or employee details

Name of the lawyer or employee you are reporting

3 Report attachments

Rule 11.4.3 requires that a report made by the designated lawyer to the Law Society must specify details of the alleged conduct, and be supported by any appropriate documentations held by or available to the person making the report.

Please do not send originals. All documentation is maintained electronically. Documentation received in hard copy will be disposed of after the matter is closed unless you ask us to return it.

I have attached a document specifying the details of the alleged conduct

Yes No

I have attached the following documents that support my report

Correspondence/documents relied on by the law practice for the purposes of its investigation into the allegation

Any internal or external investigation reports

Witness statements

Any steps taken by the law practice such as a written warning or dismissal

Other documents relevant to the conduct:

4 Declaration

By typing my name in the box below or signing I declare that I have personally completed this form and that the information in this form and in any other documents I provided are true and correct.

Signature

Date (dd/mm/yyyy)

Privacy and information handling

The personal information you provide through the complaints process will be used for the purposes of dealing with your complaint, and will be received by the Law Society, Lawyers Complaint Service and Lawyers Standards Committee and disclosed only as provided for in the Lawyers and Conveyancers Act 2006 and regulations or otherwise as required or permitted by law. Only authorised staff will have access to your information which is held in a secure environment.

Under the Privacy Act 2020 you may request access to and request correction of your personal information held by the Law Society. For more information about the Law Society's Privacy and Information Handling Policies please refer to www.lawsociety.org.nz/privacy. General information about the Privacy Act 2020 is also available on the website of the Privacy Commissioner at www.privacy.org.nz.

Further contact information and where to send this form

Please return via email or post:

- ✉ complaints@lawsociety.org.nz
- 🏢 Lawyers Complaints Service
Level 4, 17 Whitmore Street, Wellington
- 📦 PO Box 5041, Lambton Quay, Wellington 6140

For further information:

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- ☎ 0800 261 801
- 🌐 www.lawsociety.org.nz