



## LOCAL PROFESSIONALISM PANEL REPORT FORM

<b>Chief Judge of Circuit:</b>	Francis J. Allman
<b>Name of Submitter:</b>	Melissa VanSickle
<b>Date:</b>	1/29/2024

**\*Reports must be filed by June 15 and December 15 each year.**

### SC 2023-0884 - Appendix A

### Code for Resolving Professionalism Referrals

#### 3.7 Reporting

- a) Each LPP must file a written report with the chief judge of its circuit, the Florida Supreme Court, and The Florida Bar identifying all professionalism referrals received against a member of The Florida Bar in June and December of each calendar year.
- b) The biannual reports must include the following information for each referral for the six (6) calendar months preceding the month in which the report is due:
  1. The date of the referral;
  2. The circuit in which the issue arose;
  3. A short summary detailing the substance of the referral;
  4. The relationship of the respondent voluntarily participated in the process;
  5. Whether or not the respondent voluntarily participated in the process;
  6. The resolution, if any, of the referral; and
  7. Whether there were previous referrals against the respondent.
- c) The reports must not include identifying information for the respondent or the party who submitted the referral.

## **INFORMATION FOR SUBMITTERS**

- 1. Purpose and Use:** This form collects information about your Circuit's Local Professionalism Panel and its activity for the last six (6) months. This form also asks for updates to the contact information for your Local Professionalism Panel. The information about your Circuit's Local Professionalism Panel will be used to update the Center's Local Professionalism Panel contact list, as well as to gauge how each Circuit is carrying out panel activities.
  
- 2. Reporting Period:** Reports must be filed by June 15th and December 15th and include information for the six (6) calendar months preceding the month in which the report is due.
  
- 3. Where to Submit:** Submit this form and any attachments by email to [cfp@floridabar.org](mailto:cfp@floridabar.org) or by regular mail to:

The Florida Bar  
Henry Latimer Center for Professionalism  
651 E. Jefferson Street  
Tallahassee, FL 32399

- 4. Questions:** Direct all questions about this form to [cfp@floridabar.org](mailto:cfp@floridabar.org).

**June Reports should include information from January 1 to June 15.**

**December Reports should include information from June 16 to December 15.**

## **LOCAL PROFESSIONALISM PANEL QUESTIONS**

Please complete the information below regarding any activity within your Local Professionalism Panel. Additional pages may be attached as needed.

- 1. Please describe the process by which complaints are addressed.** You may attach a link to the complaint form or link to where information is located on your website that advises the consumers, attorneys, and judges how to file a complaint.

Per the Second Judicial Circuit AO 2023-02, "Upon receiving the complaint, the Chairperson of the Panel at the initial review of the Complaint, may determine that the conduct is too severe to be handled by the Panel and may refer the Complaint to ACAP at The Florida Bar. If the Chairperson does not refer the Complaint to ACAP, the Chairperson shall create a "Complaint Resolution Sub-Panel" to receive and review the complaint to determine if any action should be taken. The "Complaint Resolution Sub Panel" shall be comprised of members of the Panel designated by the Chair on a per complaint rotating basis."

Link to Complaint Form:

[https://2ndcircuit.leoncountyfl.gov/resources/Professionalism\\_Panel\\_Complaint\\_Form.pdf](https://2ndcircuit.leoncountyfl.gov/resources/Professionalism_Panel_Complaint_Form.pdf)

- 2. Please describe what types of professionalism issues are seen most often in this Circuit?**

The Second Judicial Circuit receives very few complaints. The few that we do receive tend to be related to unprofessional conduct or being disorganized or unprepared.

**3. What are believed to be the causes of professionalism issues within your Circuit?**

The causes of professionalism issues we see in the Second Judicial Circuit are generally lack of experience or frustration with clients and the process; being disorganized or unprepared.

**4. How often does your Circuit's Local Professionalism Panel meet?**

Our local Professionalism Panel plans to meet annually.

**5. Please describe any training provided to committee members.**

There has been no recent formal training provided to committee members.

**6. How is your Circuit's Local Professionalism Panel promoted?**

The local voluntary bar associations typically promote our local Professionalism Panel. For instance, the Panel has been invited to speak at bar association meetings and was featured at an Inn of Court presentation. The Panel partnered with the Tallahassee Bar Association to host monthly lunch events with local judges to promote professionalism and educate circuit members about the Panel.

7. Please provide information regarding all complaint intake for the appropriate dates. If filing in June, the information should be from January 1<sup>st</sup> – June 15<sup>th</sup>. If filing in December, the information should be from June 16<sup>th</sup> – December 15<sup>th</sup>.

1.

<b>Date of Referral:</b> None	<b>Circuit in which issue arose:</b>
<b>Short Summary detailing the substance of the referral</b>	
<b>The relationship of the respondent to the person submitting the referral.</b>	
<b>Whether or not the respondent voluntarily participated in the process.</b>	
<b>The resolution, if any, of the referral;*</b>	
<b>Whether there were previous referrals against the respondent</b>	

2.

<b>Date of Referral:</b>	<b>Circuit in which issue arose:</b>
<b>Short Summary detailing the substance of the referral</b>	
<b>The relationship of the respondent voluntarily participated in the process</b>	
<b>Whether or not the respondent voluntarily participated in the process.</b>	
<b>The resolution, if any, of the referral;*</b>	
<b>Whether there were previous referrals against the respondent</b>	

3.

<b>Date of Referral:</b>	<b>Circuit in which issue arose:</b>
<b>Short Summary detailing the substance of the referral</b>	
<b>The relationship of the respondent voluntarily participated in the process</b>	
<b>Whether or not the respondent voluntarily participated in the process.</b>	
<b>The resolution, if any, of the referral;*</b>	
<b>Whether there were previous referrals against the respondent</b>	



4.

<b>Date of Referral:</b>	<b>Circuit in which issue arose:</b>
<b>Short Summary detailing the substance of the referral</b>	
<b>The relationship of the respondent voluntarily participated in the process</b>	
<b>Whether or not the respondent voluntarily participated in the process.</b>	
<b>The resolution, if any, of the referral;*</b>	
<b>Whether there were previous referrals against the respondent</b>	

5.

<b>Date of Referral:</b>	<b>Circuit in which issue arose:</b>
<b>Short Summary detailing the substance of the referral</b>	
<b>The relationship of the respondent voluntarily participated in the process</b>	
<b>Whether or not the respondent voluntarily participated in the process.</b>	
<b>The resolution, if any, of the referral;*</b>	
<b>Whether there were previous referrals against the respondent</b>	

6.

<b>Date of Referral:</b>	<b>Circuit in which issue arose:</b>
<b>Short Summary detailing the substance of the referral</b>	
<b>The relationship of the respondent voluntarily participated in the process</b>	
<b>Whether or not the respondent voluntarily participated in the process.</b>	
<b>The resolution, if any, of the referral;*</b>	
<b>Whether there were previous referrals against the respondent</b>	

7.

<b>Date of Referral:</b>	<b>Circuit in which issue arose:</b>
<b>Short Summary detailing the substance of the referral</b>	
<b>The relationship of the respondent voluntarily participated in the process</b>	
<b>Whether or not the respondent voluntarily participated in the process.</b>	
<b>The resolution, if any, of the referral;*</b>	
<b>Whether there were previous referrals against the respondent</b>	

8.

<b>Date of Referral:</b>	<b>Circuit in which issue arose:</b>
<b>Short Summary detailing the substance of the referral</b>	
<b>The relationship of the respondent voluntarily participated in the process</b>	
<b>Whether or not the respondent voluntarily participated in the process.</b>	
<b>The resolution, if any, of the referral;*</b>	
<b>Whether there were previous referrals against the respondent</b>	

9.

<b>Date of Referral:</b>	<b>Circuit in which issue arose:</b>
<b>Short Summary detailing the substance of the referral</b>	
<b>The relationship of the respondent voluntarily participated in the process</b>	
<b>Whether or not the respondent voluntarily participated in the process.</b>	
<b>The resolution, if any, of the referral;*</b>	
<b>Whether there were previous referrals against the respondent</b>	

10.

<b>Date of Referral:</b>	<b>Circuit in which issue arose:</b>
<b>Short Summary detailing the substance of the referral</b>	
<b>The relationship of the respondent voluntarily participated in the process</b>	
<b>Whether or not the respondent voluntarily participated in the process.</b>	
<b>The resolution, if any, of the referral;*</b>	
<b>Whether there were previous referrals against the respondent</b>	

8. **Please provide the contact information for all current panel members.** Please include: name(s), email(s), address(es), and phone number(s), and title if applicable.

<b>Name</b>	<b>Title/Firm</b>	<b>Email</b>	<b>Address</b>	<b>Phone Number</b>
See attached document				

**The Florida Bar will publish on its website the LPP biannual reports. The Chief Judge, or the Chief Judge’s designee, will publish on the judicial Circuit’s website the LPP biannual reports from that Circuit.**