



To: Charging Party
Charged Party

From:

Date:

In accordance with section 5.2.2 of the ACBL Code of Disciplinary Regulations (CDR), I have received the attached Charge Letter and Recorder Complaint.

The Charge Letter submitted by the Charging Party included the following grounds for discipline:

The specifications concerning the above grounds for discipline are detailed in the attached Charge Letter. Following is the hearing schedule:

Date and Time: at

Location:

As provided in section 5.2.3 of the CDR, persons charged with a violation of CDR 3 are entitled to:

- (a) Receive written notice of the date, time, and place of the hearing. Even if a person admits to a Charge, unless pursuant to a Negotiated Resolution (as set forth in CDR 5.2.14), a hearing shall nevertheless be held to determine and impose appropriate discipline.
- (b) Be furnished with a written statement of the Charges, the Complaint upon which the Charges are based (or a summary of the facts of such Complaint), and the name of the Complainant.
- (c) For hearings at the District-level, be represented at the hearing by another person who shall not be an Attorney or a member of the ACBL Board of Directors. The Charged Party may be represented by an Attorney outside the hearing room.
- (d) For hearings at the Ethical Oversight Committee, ACBL Disciplinary Committee and Appeals and Charges Committee (when the latter two are acting with original jurisdiction), be represented at the hearing by another person who shall not be a member of the ACBL Board of Directors.
- (e) Produce evidence and make statements on his/her own behalf.

(f) Be present during the entire hearing, except during procedural determinations and deliberation on verdicts and imposition of discipline.

(g) Question persons testifying. The chairperson may restrict this right if abused.

Pursuant to CDR 5.1.11, the Charging Party and Charged Party each have a right to appoint an Advocate to represent them before the Disciplinary Body at their own cost. This Advocate shall not be a member of the ACBL Board of Directors or an Attorney. If you appoint an Advocate, please send me an email with their name and contact information. They will be added to the correspondence relating to this hearing after I have been notified in writing. Each party will be responsible for providing their Advocate with correspondence sent prior to the notification that you have appointed an Advocate.

Presence at the hearing may be in person or via telephone or any other similar means that you will use where all participants may hear and/or see one another. Please let me know if you plan to be present. The Charging Party and/or their Advocate is required to appear. The Charged Party is not required to appear at the hearing and their failure to appear will not be grounds for discipline.

Your attention is directed to CDR Appendix B (ACBL Disciplinary Sanction Guidelines) in effect when the incident(s) occurred. It sets forth possible disciplines which might be applied if the Charged Party is found to be in violation of the CDR.

If you have questions regarding this matter, please contact me or the Office of the National Recorder (Recorder@acbl.org or 662-253-3146). The current CDR can be found on our website at <http://www.acbl.org/cdr>. If you would like an emailed version of the CDR in effect when the incident(s) occurred, you can email a request to Recorder@acbl.org.

cc: Office of National Recorder (recorder@acbl.org)

Attached: Charge Letter and Recorder

My contact information: