

# Confidential report

## Report guidelines

The purpose of this form is to assist lawyers with their reporting obligations under rules 2.8 and 2.9 of the Lawyers and Conveyancers Act (Lawyers: Conduct and Client Care) Rules 2008. Under rules 2.8 and 2.9 you must report misconduct and have a discretion to report unsatisfactory conduct.

Misconduct can be both professional and personal conduct of a lawyer. Professional misconduct includes conduct of a lawyer which would reasonably be regarded by lawyers of good standing as disgraceful or dishonourable. Personal misconduct is conduct of a personal nature that indicates that a lawyer is not fit to practise.

Unsatisfactory conduct is less serious than misconduct and includes conduct that falls short of the standard of competence and diligence expected of a reasonably competent lawyer or conduct that lawyers of good standing would regard as unbecoming or unprofessional. Unsatisfactory

conduct also includes any contravention of the LCA, any regulation or practice rule made under the LCA or any other rule relating to the provision of regulated services, or any breach of a practising condition or restriction. A wilful or reckless contravention will be misconduct.

For more information about what could constitute misconduct or unsatisfactory conduct please refer to the [Guidance on professional standards and reporting obligations](#).

You may also wish to **contact us** by phone or email with any queries or concerns. The Lawyers Complaints Service can provide you with information about your rights and options if you are unsure whether you should make a confidential report.

✉ [complaints@lawsociety.org.nz](mailto:complaints@lawsociety.org.nz)  
☎ 0800 261 801  
🌐 [www.lawsociety.org.nz](http://www.lawsociety.org.nz)

## 1 Confidentiality

Reports under rules 2.8 and 2.9 are confidential. As part of submitting this report the details you provide may be shared with a standards committee, and the subject of the report. If you do not wish for the details you provide or your identity to be shared with the subject of the report, please indicate below, however this may affect a standards committee's ability to investigate the matter.

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

### I consent to the Law Society providing details of my report to the subject of the report

Yes      No

### I consent to the Law Society providing details of my identity to the subject of the report

Yes      No

## 2 Personal details

**You don't need to provide your contact details**, but that may limit the actions we can take. If the Standards Committee is unable to contact you, it may be unable to investigate the issue you have raised.

If you don't provide your details, you may be unable to subsequently rely on the report as having discharged your obligations under rules 2.8 and 2.9 of the Lawyers and Conveyancers Act 2006 (Lawyers: Conduct and Client Care) Rules 2008.

### Title

Miss Ms Mrs Mr Other, please specify further if you wish

### First name

### Last name

### Postal address

### Email

### Preferred contact method (we need to correspond with you via writing)

Email Post

### Preferred phone number

### Alternative phone number

## 3 Lawyer or employee details

**Please identify the individual concerned.** A report can also be made against an incorporated law firm. If you wish to make a report about an incorporated law firm, please contact the Lawyers Complaints Service about the further information required.

### Name of the lawyer or employee you are reporting

### Name of lawyer's law practice (if known)

## 4 Report attachments

Rule 2.8.3 requires that a report made by a lawyer to the Law Society must specify details of the alleged conduct, and be supported by any appropriate documentation 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

Any witness accounts

Correspondence with the lawyer

Court documents

Other documents relevant to the conduct:

## 5 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](http://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](http://www.privacy.org.nz).

## Further contact information and where to send this form

Please return via email or post:

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

For further information:

- ✉ [complaints@lawsociety.org.nz](mailto:complaints@lawsociety.org.nz)
- ☎ 0800 261 801
- 🌐 [www.lawsociety.org.nz](http://www.lawsociety.org.nz)