

\* PLEASE NOTE ODC'S FORMS AND INFORMATION ARE NOW  
AVAILABLE ONLINE AT  
[www.montanaodc.org](http://www.montanaodc.org)

## IMPORTANT GUIDELINES FOR PREPARING YOUR COMPLAINT

- ➔ Please do not attempt to file your complaint until you have read all of the enclosed information.

- ➔ Fill out the Complaint Cover Sheet as completely as possible.

*The Complaint Cover Sheet may be copied if more than one form is required. Use one Complaint Cover Sheet for each attorney. ODC does not file complaints against law firms, only individual attorneys.*

- ➔ Do make certain your complaint is **legible**.

*If you are unable to type your complaint, please double space your complaint.*

- ➔ Do not draft your complaint on both sides of the paper.

- ➔ Do not use odd-sized paper for your complaint.

*Standard 8½ x 11 inch plain white paper is ideal.*

- ➔ Do not bind your complaint or use tabs and staples excessively.

*Your complaint must be copied numerous times.  
The use of non-standard paper, tabs and staples slows down the process.*

- ➔ If you have documentation to support your complaint, **do not** send the originals.

*ODC staff is **not responsible for copying and returning any portion of your file.** Charges for copying a file is \$25.00 for less than 50 pages or for more than 50 pages, \$0.25 per page, plus a \$25.00 administrative fee. These charges must be paid in advance.*

- ➔ Please **do not** submit audio/video tapes.

*In addition to the fact that ODC requires complaints to contain **written** documentation, we are not equipped or staffed to copy or transcribe tapes.*

- ➔ If you are a resident of a state institution, please include an alternate address where we may reach you should you be released or transferred to another institution.

- ➔ When calling ODC concerning a complaint you have filed, please give the staff the name of the attorney and file number you are inquiring about.