

# alcd

The Association of Law Costs Draftsmen Limited  
Church Cottage Church Lane  
Stuston Diss  
Norfolk IP21 4AG

DX: 42520 Diss

Tel: 01379 741404 Fax: 01379 742702  
email: [enquiries@alcd.org.uk](mailto:enquiries@alcd.org.uk)  
[www.alcd.org.uk](http://www.alcd.org.uk)

19<sup>th</sup> August 2008

Mr Spenser Poultney  
Endersley  
Welton Roads  
Radstock  
BA3 3UD

Dear Sir

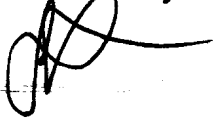
**Re: Complaint made by Mr Spenser Poultney, Endersley, Welton Road, Radstock, BA3 3UD against Mr Nigel Long, 9 Boulevard, Weston Super Mare, Somerset, BS23 1NN**

In accordance with paragraph 6.5 of the Association of Law Costs Draftsman's complaints and disciplinary procedures, the complaints sub-committee was convened on the 9<sup>th</sup> August 2008 to consider the above matter.

Upon consideration of the material and documentation provided by both parties, and in accordance with paragraph 6.6.4 of the complaints and disciplinary procedure, the complaints sub-committee decided to refer the complaint to a Complaints and Disciplinary Tribunal. As a consequence, a date for the hearing will be set as soon as practicable and you will be informed of the date of the hearing not less than 14 days in advance. At the Tribunal Hearing you will have the opportunity of addressing the Tribunal Panel. You will be sent full details of the procedure in due course.

If in the meantime you have any queries please refer to the ALCD website or contact the Administrative Secretary, Sheila Chapman.

Yours faithfully



**Iain Stark**  
Chairman – ALCD Complaints Sub-committee