

alcd

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18 June 2008.

Mr Spenser Poultney
Endersley
Welton Road
Radstock
BA3 3UD

Dear Sir,

Thank you for your completed complaints form which was discussed by the complaints committee on Friday 13 June 2008.

Firstly, I set out the timetable of our complaints procedure below.

Complaints and Disciplinary Procedures

Upon receipt of a completed complaints form the matter is passed immediately to the Clerk to the Complaints Committee of the Council

A copy of the complaint is sent to the Member for their response to the allegations. The Member has 21 days in which to respond. Under exceptional circumstances the Clerk to the Complaints Committee may extend this time scale. Requests for an extension and agreement thereto must be in writing.

A copy of the member's response and of any extensions of time will be sent to the complainant.

The matter is then passed to the Chairman of the Complaints Committee of the Council of the ALCD who will usually be the Vice-Chairman.

The complainant and the Member will be advised when the matter is to be considered by the Complaints Committee and reported to the Council and will be advised of their decision, in writing, by the Clerk to the Complaints Committee within 7 days.

The Complaints Committee will consider, make a report and recommendations to the Council and ensure this is within a maximum of 3 months of the complaint having been made.

The Council shall at the first available meeting after the receipt of the Committee's report consider the Committee's recommendations and take such action as shall be appropriate with regard thereto.

I confirm that your complaint has been passed to Mr Long who has, in line with the above timetable, 21 days to respond. In the meantime please provide copies of

any judgments, transcripts and a copy of any bundles used by the District Judge together with any other documents you may have to support your complaint.

Please also prepare a clear unambiguous chronology of events and the complaint appertaining to Mr Long. Your website deals with complaints relating to various people and is hard to follow.

The next council meeting will be held on 11 July 2008 and if the information has been provided by that date the complaint will be discussed at that meeting.

Yours faithfully

A handwritten signature in black ink, appearing to be 'S. Chapman', written over a horizontal line.

Sheila Chapman
Administrative Secretary