



Florida Association of Professional Process Servers

P.O. Box 72, Melbourne, FL 32902 www.fapps.org

NOTICE OF PENDING COMPLAINT FOR UNPROFESSIONAL OR UNETHICAL CONDUCT

FAPPS MEMBER (Respondent): _____

Company: _____ Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Member: This is to notify you that a complaint will be formally filed against you with the Arbitration & Grievance Committee of the Florida Association of Professional Process Servers for Unprofessional or Unethical Conduct in connection with a violation of the Code of Ethics, By-laws or Policy & Procedures.

Section of Alleged Offense: _____

COMPLAINANT: _____

Company: _____ Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

In accordance with FAPPS By-Laws and Policies, you have 14 days from the date of this NOTICE OF PENDING COMPLAINT to:

1. Make an agreement to resolve this issue; or
2. Dispute the matter and request Arbitration

PLEASE NOTE that if you fail to exercise any of the above options, the ARBITRATION & GRIEVANCE COMMITTEE will exercise its authority as prescribed under FAPPS By-laws and Policies which can result in censure, suspension, or revocation of your membership.

YOU ARE URGED TO MAKE EVERY EFFORT TO RESOLVE THIS MATTER!!!!

COMPLAINANT'S CERTIFICATION: I hereby request that the Arbitration & Grievance Committee exercise the procedures and remedies in the By-laws and Policies for resolution of this matter. I certify that the information contained in my complaint is accurate, and I have made good faith effort to resolve the matter.

Complainant's Signature: _____ Date: _____

Method of Delivery to Respondent (mark all that apply): Email Fax U.S. Postal Service/UPS/FedEx

INSTRUCTIONS TO COMPLAINANT: Complete this form and forward the original to the FAPPS Member (Respondent). Additional information may be provided on a separate page. If the matter remains unresolved after 14 days from the date the NOTICE OF PENDING COMPLAINT was provided to the RESPONDENT, complete a COMPLAINT and forward it, with the required documentation to the ARBITRATION & GRIEVANCE COMMITTEE.

Arbitration & Grievance Committee

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