



## **LOCAL PROFESSIONALISM PANEL REPORT FORM**

<b>Chief Judge of Circuit:</b>	Chief Judge Lance M. Day
<b>Name of Submitter:</b>	Craig A. Shoup
<b>Date:</b>	12/13/2024

**\*Reports must be filed by June 15 and December 15 each year.**

### **SC 2023-0884 - Appendix A Code for Resolving Professionalism Referrals 3.7 Reporting**

- a) Each LPP must file a written report with the chief judge of its circuit, the Florida Supreme Court, and The Florida Bar identifying all professionalism referrals received against a member of The Florida Bar in June and December of each calendar year.
- b) The biannual reports must include the following information for each referral for the six (6) calendar months preceding the month in which the report is due:
  - 1. The date of the referral;
  - 2. The circuit in which the issue arose;
  - 3. A short summary detailing the substance of the referral;
  - 4. The relationship of the respondent voluntarily participated in the process;
  - 5. Whether or not the respondent voluntarily participated in the process;
  - 6. The resolution, if any, of the referral; and
  - 7. Whether there were previous referrals against the respondent.
- c) The reports must not include identifying information for the respondent or the party who submitted the referral.

## **INFORMATION FOR SUBMITTERS**

1. **Purpose and Use:** This form collects information about your Circuit's Local Professionalism Panel and its activity for the last six (6) months. This form also asks for updates to the contact information for your Local Professionalism Panel. The information about your Circuit's Local Professionalism Panel will be used to update the Center's Local Professionalism Panel contact list, as well as to gauge how each Circuit is carrying out panel activities.
  
2. **Reporting Period:** Reports must be filed by June 15th and December 15th and include information for the six (6) calendar months preceding the month in which the report is due.
  
3. **Where to Submit:** Submit this form and any attachments by email to [cfp@floridabar.org](mailto:cfp@floridabar.org) or by regular mail to:

The Florida Bar  
Henry Latimer Center for Professionalism  
651 E. Jefferson Street  
Tallahassee, FL 32399

4. **Questions:** Direct all questions about this form to [cfp@floridabar.org](mailto:cfp@floridabar.org).

**June Reports should include information from January 1 to June 15.**  
**December Reports should include information from June 16 to December 15.**

## **LOCAL PROFESSIONALISM PANEL QUESTIONS**

Please complete the information below regarding any activity within your Local Professionalism Panel. Additional pages may be attached as needed.

- 1. Please describe the process by which complaints are addressed.** You may attach a link to the complaint form or link to where information is located on your website that advises the consumers, attorneys, and judges how to file a complaint.

The complaint form and related information are available online on the Jacksonville Bar Association's website at [jaxbar.org](http://jaxbar.org).

- 2. Please describe what types of professionalism issues are seen most often in this Circuit?**

Health and Wellbeing Concerns: Judges have observed instances where attorneys exhibit confusion or disorganization, potentially due to underlying health or personal issues affecting their professional performance.

Fee Disputes: Members of the public raise concerns regarding legal fees, including disputes over the reasonableness of charges or misunderstandings about fee structures.

**3. What are believed to be the causes of professionalism issues within your Circuit?**

1. Substance Abuse Among Attorneys
2. Public Misunderstanding of Legal Fees

**4. How often does your Circuit's Local Professionalism Panel meet?**

The panel meets as needed.

**5. Please describe any training provided to committee members.**

Chief Judge Lance Day who serves as Chair recently received the new training provided by The Florida Bar on November 18th 2024. Duval County Judge Gary Flower, who serves as the vice chair, also attended. Craig Shoup, the administrator of the 4th Circuit LPP, also attended.

**6. How is your Circuit's Local Professionalism Panel promoted?**

We have provided CLE programs to provide information about the program.

7. Please provide information regarding all complaint intake for the appropriate dates. If filing in June, the information should be from January 1<sup>st</sup> – June 15<sup>th</sup>. If filing in December, the information should be from June 16<sup>th</sup> – December 15<sup>th</sup>.

1.

<b>Date of Referral:</b> 11/17/2024	<b>Circuit in which issue arose:</b> 4
<b>Short Summary detailing the substance of the referral</b>	
Fee disagreement	
<b>The relationship of the respondent to the person submitting the referral.</b>	
Client	
<b>Whether or not the respondent voluntarily participated in the process.</b>	
Beyond scope of panel. referred to ACAP	
<b>The resolution, if any, of the referral;*</b>	
Referred to ACAP	
<b>Whether there were previous referrals against the respondent</b>	
No	

2.

<b>Date of Referral: 11/20/2024</b>	<b>Circuit in which issue arose: 4</b>
<b>Short Summary detailing the substance of the referral</b>	
Fee Dispute/claimed respondent asked person submitting the complaint to commit a felony.	
<b>The relationship of the respondent voluntarily participated in the process</b>	
Attorney of record	
<b>Whether or not the respondent voluntarily participated in the process.</b>	
beyond scope of LPP. Referred to ACAP	
<b>The resolution, if any, of the referral;*</b>	
Referred to ACAP	
<b>Whether there were previous referrals against the respondent</b>	
No	

3.

<b>Date of Referral:</b> 10/7/24	<b>Circuit in which issue arose:</b> 4
<b>Short Summary detailing the substance of the referral</b>	
personal issue with criminal justice system	
<b>The relationship of the respondent voluntarily participated in the process</b>	
outside scope of panel, referred to The Florida Bar	
<b>Whether or not the respondent voluntarily participated in the process.</b>	
outside scope of panel, referred to The Florida Bar	
<b>The resolution, if any, of the referral;*</b>	
outside scope of panel, referred to The Florida Bar	
<b>Whether there were previous referrals against the respondent</b>	
no	



4.

<b>Date of Referral:</b> 11/4/24	<b>Circuit in which issue arose:</b> 4
<b>Short Summary detailing the substance of the referral</b>	
Communication with clients	
<b>The relationship of the respondent voluntarily participated in the process</b>	
another member of the local legal community	
<b>Whether or not the respondent voluntarily participated in the process.</b>	
Yes	
<b>The resolution, if any, of the referral;*</b>	
Respondent was open and a follow up meeting is to be set	
<b>Whether there were previous referrals against the respondent</b>	

5.

<b>Date of Referral:</b>	<b>Circuit in which issue arose:</b>
<b>Short Summary detailing the substance of the referral</b>	
<b>The relationship of the respondent voluntarily participated in the process</b>	
<b>Whether or not the respondent voluntarily participated in the process.</b>	
<b>The resolution, if any, of the referral;*</b>	
<b>Whether there were previous referrals against the respondent</b>	

6.

<b>Date of Referral:</b>	<b>Circuit in which issue arose:</b>
<b>Short Summary detailing the substance of the referral</b>	
<b>The relationship of the respondent voluntarily participated in the process</b>	
<b>Whether or not the respondent voluntarily participated in the process.</b>	
<b>The resolution, if any, of the referral;*</b>	
<b>Whether there were previous referrals against the respondent</b>	

7.

<b>Date of Referral:</b>	<b>Circuit in which issue arose:</b>
<b>Short Summary detailing the substance of the referral</b>	
<b>The relationship of the respondent voluntarily participated in the process</b>	
<b>Whether or not the respondent voluntarily participated in the process.</b>	
<b>The resolution, if any, of the referral;*</b>	
<b>Whether there were previous referrals against the respondent</b>	

8.

<b>Date of Referral:</b>	<b>Circuit in which issue arose:</b>
<b>Short Summary detailing the substance of the referral</b>	
<b>The relationship of the respondent voluntarily participated in the process</b>	
<b>Whether or not the respondent voluntarily participated in the process.</b>	
<b>The resolution, if any, of the referral;*</b>	
Respondent was open and a follow up meeting is to be set	
<b>Whether there were previous referrals against the respondent</b>	
no	

9.

<b>Date of Referral:</b>	<b>Circuit in which issue arose:</b>
<b>Short Summary detailing the substance of the referral</b>	
<b>The relationship of the respondent voluntarily participated in the process</b>	
<b>Whether or not the respondent voluntarily participated in the process.</b>	
<b>The resolution, if any, of the referral;*</b>	
<b>Whether there were previous referrals against the respondent</b>	

10.

<b>Date of Referral:</b>	<b>Circuit in which issue arose:</b>
<b>Short Summary detailing the substance of the referral</b>	
<b>The relationship of the respondent voluntarily participated in the process</b>	
<b>Whether or not the respondent voluntarily participated in the process.</b>	
<b>The resolution, if any, of the referral;*</b>	
<b>Whether there were previous referrals against the respondent</b>	

8. **Please provide the contact information for all current panel members.** Please include: name(s), email(s), address(es), and phone number(s), and title if applicable.

Name	Title/Firm	Email	Address	Phone Number
Please See attached				

**The Florida Bar will publish on its website the LPP biannual reports. The Chief Judge, or the Chief Judge’s designee, will publish on the judicial Circuit’s website the LPP biannual reports from that Circuit.**



Name	Title/Firm	Email	Address	Phone
Chief Judge Lance M Day*	Chief Judge 4th Judicial Circuit	lday@coj.net	501 West Adams Street Jax Fl 32202	9042551276
Judge Gary Flower**	Duval County Court Judge	gflower@coj.net	501 West Adams Street Jax Fl 32202	9042551354
Judge Angela Cox	4th Judicial Circuit Court Judge	coxa@cclayclerk.com	825 North Orange Ave Green Cove Springs, Fl 32043	9042846323
Judge Jenny Higginbotham	Nassau County Court Judge	higginbotham@coj.net	76347 Veterans Way Ste 3076 Yulee, FL 32097-5404	9045484945
Rutledge R. Liles	The Liles Firm	rliles@thelilesfirm.com	50 N Laura St Ste 1200 Jacksonville, FL 32202-3664	9046341100
G. Ray Driver	Driver McAfee Hawthorne Diebenow	rdriver@drivermcafee.com	1 Independent Drive Suite 1200 Jacksonville Fl 32202	9043011269
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Craig Shoup***	Executive Director - Jacksonville Bar Association	cshoup@jaxbar.org	1 Independent Drive Suite 120 Jacksonville, Fl 32202	9043994486

\* = Chair

\*\* = Vice Chair

\*\*\* = Administrator and Ex Officio