

INSTRUCTION SHEET FOR COMPLETION OF FORM DB-21

Complete the Caption:

1. Insert the respondent's full registration name. Official registration name is available at www.padboard.org under the "Look Up An Attorney" Link on the home page.
2. Insert Supreme Court Disciplinary Docket number(s) (if any), and Disciplinary Board docket number(s) (if any). Otherwise, identify all ODC File numbers. Caveat: In some instances, several ODC File numbers may be subsumed under one Disciplinary Board docket number, and it may be necessary to identify that docket number **and** the remaining ODC files to which a Board docket number has not been assigned. **Only complaint matters and proceedings identified in the caption will be held in abeyance.** For assistance in identifying pending matters, contact the assigned disciplinary counsel.
3. Insert the respondent's attorney registration number.
4. Insert county of registration unless principal office for the practice of law is in another county within the Commonwealth. If the respondent's practice of law is located outside the Commonwealth, or the respondent is not engaged in practice and resides outside the Commonwealth, insert "Out of State" within the parentheses.

Complete ALL averments in the body of the Certificate. Delete inapplicable material when presented with a choice.

Averment 1. Indicate how the respondent became aware of proceedings. (E.g., "by DB-7 Letter dated November 2, 2010, at ODC File Nos. C1-10-17 and C1-10-225"; "by petition for discipline docketed at No. 77 DB 2010.")

Averment 2. Identify the "precise nature" of the disability or disabilities, as required by Pa.R.D.E. 301(e)(1).

Averment 3. Identify the specific or approximate date of the onset or initial diagnosis of the disabling condition, as required by Pa.R.D.E. 301(e)(1).

Averment 5. Provide an explanation of the manner in which the disabling condition makes it impossible to prepare an adequate defense, as required by Pa.R.D.E. 301(e)(2). Attach additional pages if necessary.

Averment 6. Identify at least one medical expert, and attach at least one medical opinion, as required by Pa.R.D.E. 301(e)(3).

Averment 7. Indicate whether the Certificate will contain additional attachments. Identify all additional attachments.

Filing Instructions:

Pa.R.D.E. 301(e) requires that the respondent file the Certificate with the Supreme Court and serve a copy of the Certificate on the Disciplinary Board and Disciplinary Counsel. After printing the Certificate, file the Certificate by sending an unbound original and seven bound copies to:

Prothonotary
Supreme Court of Pennsylvania
Western District Office
801 City-County Building
Pittsburgh, PA 15219

Attn: John A. Vaskov, Esq., Deputy Prothonotary

Send an unbound copy to:

Elaine M. Bixler
Secretary to the Disciplinary Board
601 Commonwealth Avenue, Suite 5600
P.O. Box 62625
Harrisburg, PA 17106-2625

Send one bound copy to:

Paul J. Killion
Chief Disciplinary Counsel
Office of Chief Disciplinary Counsel
601 Commonwealth Avenue, Suite 2700
P.O. Box 62485
Harrisburg, PA 17106-2485

Send one bound copy to the assigned Disciplinary Counsel in the appropriate disciplinary district office:

District I Office of Disciplinary Counsel
1635 Market Street, Suite 1600
Philadelphia, PA 19103

District II Office of Disciplinary Counsel
820 Adams Avenue, Suite 170
Trooper, PA 19403

District III Office of Disciplinary Counsel
100 Pine Street, Suite 400
Harrisburg, PA 17101

District IV Office of Disciplinary Counsel
Frick Building, Suite 1300
437 Grant Street
Pittsburgh, PA 15219

5. The manner in which the disabling condition makes it impossible for me to prepare an adequate defense is as follows:

6. I have appended hereto the opinion of the following medical expert (or experts) that I am unable to prepare an adequate defense, which opinion includes a statement containing the basis for the medical expert's opinion (or medical experts' opinions):

7. I am aware that I may attach affidavits, medical records, additional medical expert reports, official records, or other documents in support of the existence of the disabling condition or my contention of lack of physical or mental capacity to prepare an adequate defense. **I am attaching the following documents:** _____

8. I am aware of the provisions of Pa.R.D.E. 301(e) as to immediate prospective action by the Supreme Court of Pennsylvania to transfer me to inactive status because of my assertions herein and in the attachments unless: a) the Supreme Court finds that my certificate does not comply with the requirements of Pa.R.D.E. 301(e); or b) upon application by Disciplinary Counsel and for good cause shown, the Supreme Court takes or directs such action as the Court deems necessary or proper to a determination of whether it is impossible for me to prepare an adequate defense.

