

1 Rule 11-513.(h)(1) ~~Clerk of the~~ Committee clerk.

2 (a) Confidentiality. The Committee clerk is subject to the confidentiality requirements
3 of Rule ~~14-515~~11-561.

4 (b) Responsibilities. The ~~Clerk of the Committee~~ clerk is responsible for: ~~the~~

5 (1) handling the Committee's administrative affairs ~~of the Committee;~~

6 (2) accepting documents filed with the eCommittee;

7 (3) handling screening panel calendars;

8 (4) giving notice to persons whose attendance is requested;

9 (5) notifying ~~those who have filed informal complaints~~ the Complainant, the
10 Respondent, and the OPC of the times and dates their matters will be heard;

11 (6) notifying the eComplainant, the ~~Respondent~~, and ~~any counsel of record~~ the
12 OPC of the disposition of each matter;

13 (7) otherwise performing or providing the secretarial and administrative
14 functions of the Committee and screening panels. ~~The Clerk is subject to~~
15 ~~confidentiality requirements of Rule 14-515. Except as otherwise provided in this~~
16 ~~article, whenever OPC counsel may be present before a screening panel during a~~
17 ~~hearing, the respondent may also be present.~~

18 ~~(h)(2) OPC counsel shall within three months after the filing of an informal~~
19 ~~complaint of unprofessional or unethical conduct of a respondent, advise the~~
20 ~~party making the informal complaint concerning the initial consideration of the~~
21 ~~informal complaint, and shall promptly advise such party in writing of the~~
22 ~~subsequent disposition of the informal complaint and the reasons therefor.~~

23 Effective December 15, 2020