



Supreme Court of Arkansas
 Committee on the
 Unauthorized Practice of Law
 2100 Riverfront Drive
 Little Rock, AR 72202
 Telephone: (501) 376-0313
 Facsimile: (501) 376-3438

Office Use ONLY:	
UPL Case No. _____	

Unauthorized Practice of Law (UPL) Complaint Form

INSTRUCTIONS FOR COMPLETING THIS FORM:

- Write legibly in ink, or type.
- Attach all documents relevant to your complaint.
- Keep copy of this form for your records.
- Send to the above mailing address.

1. How can we contact you?

Name: _____
 Street Address: _____
 City, State, ZIP: _____
 Daytime Telephone No.: _____
 Other Telephone No.: _____
 Facsimile: _____
 Email: _____

2. How can we find or contact the respondent, i.e., the person or organization you believe has engaged in the unauthorized practice of law?

Individual's Full Name: _____
 Organization's Full Name: _____
 Address: _____
 Telephone No(s): _____
 Facsimile: _____
 E-mail: _____
 Web Page: _____

3. Is respondent a resident of Arkansas? Yes No Don't Know

4. Where and how did the respondent communicate with you?

(a) Did you meet in person? Yes No

(b) If yes, where? in Arkansas? outside Arkansas? If outside, where? _____

(c) Did you communicate by (check all that apply): phone? letter? e-mail?

(d) Explain, if needed (see also Questions 5 and 6): _____

5. Was the activity engaged in or the work performed by respondent: (Check all that apply; if possible, attach copies of any documents you might have in support.)

Advertising legal services or holding out as attorney

Giving legal advice for a fee

Preparing legal documents, with or without payment of a fee

Representation in a legal matter heard by a court or other tribunal

Other Explain: _____

6. Please describe in detail the activity that is the subject of your complaint. (Continue on another sheet, if needed.)

7. Did you pay respondent for services? Yes No (If “Yes”, how much? \$_____)

Please attach copies of any fee agreement, invoices, billing statements, canceled checks and other documents showing payment or payment arrangements.

8. Is there any lawsuit or other legal action against anyone about this problem?

Yes No Don't Know

If yes, what is the current status of that lawsuit or legal action? _____

9. Please attach clean *copies* (not originals) of any documents relevant to your complaint.

10. What else, if anything, should we know to help us understand your complaint?

