



Supreme Court of Arkansas
Committee on the
Unauthorized Practice of Law
One Capitol Mall, Suite 3D-101
Little Rock, AR 72201-1049
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?

