



VIRGINIA STATE BAR
1111 East Main Street, Suite 700
Richmond, VA 23219-0026
Phone: 804-775-0557 Fax: 804-775-0501

**COMPLAINT OF
THE UNAUTHORIZED PRACTICE OF LAW**

1. NAME AND ADDRESS OF COMPLAINING PARTY:

Name: _____

Address: _____

Daytime Phone No. (_____) _____

Other Phone No. (_____) _____

2. NAME AND ADDRESS OF RESPONDENT (Person or business you believe has engaged in unauthorized practice of law):

Name: _____

Address: _____

Phone No(s). (_____) _____

3. ACTIVITY ENGAGED IN OR WORK PERFORMED BY RESPONDENT WHICH YOU BELIEVE IS THE PRACTICE OF LAW:

[] Advertising legal services or holding out as attorney (attach copy of letterhead, advertisement, business card, correspondence, pleadings or other material)

[] 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

4. PLEASE DESCRIBE IN DETAIL THE ACTIVITY WHICH IS THE SUBJECT OF YOUR COMPLAINT. PLEASE INDICATE THE LOCATION (INCLUDE CITY AND STATE) AND DATE OF ANY COMMUNICATION OR MEETING WITH RESPONDENT.

(Continue on a separate page if you need more space. Please attach **copies** of any documents that may help explain your complaint.)

- 5. DID YOU PAY THE RESPONDENT FOR LEGAL SERVICES? Yes No
- 6. PLEASE ATTACH A COPY OF ANY WRITTEN FEE AGREEMENT, INVOICES, BILLING STATEMENTS, ETC., AND ESTIMATE HOW MUCH MONEY YOU PAID.

- 7. LIST NAMES, ADDRESSES AND PHONE NUMBERS OF ANY PERSONS WHO MAY BE ABLE TO PROVIDE ADDITIONAL INFORMATION CONCERNING THIS COMPLAINT.

7. YOUR SIGNATURE: _____

DATE: _____

- 8. COMPLETE THIS FORM AND MAIL TO:

Emily F. Hedrick
Ethics Counsel
VIRGINIA STATE BAR
1111 East Main Street, Suite 700
Richmond, VA 23219-0026

OR EMAIL TO: Hall@vsb.org